

# NFC

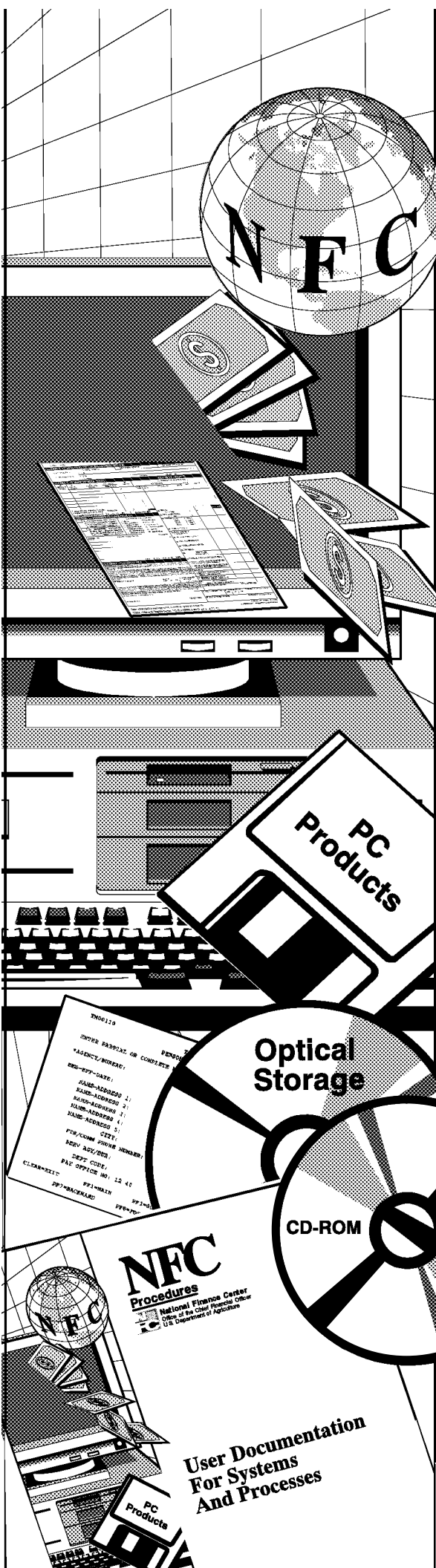
## Procedures



**National Finance Center**  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

October 1998

# Payroll/Personnel Report Generator System (CULPRPT)



**TITLE I**  
Payroll/Personnel Manual

**CHAPTER 20**  
Reports

**SECTION 1**  
Payroll/Personnel Report Generator System (CULPRPT)

**User Documentation  
For Systems  
And Processes**



**National Finance Center**  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

**PC  
Products**

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## About This Procedure

This procedure provides instructions for accessing and operating the Payroll/Personnel Report Generator System (CULPRPT). The following information will help you use the procedure more effectively and locate further assistance if needed.

## How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

[System Overview](#) and [System Access](#) describe what the system is used for, provides access security information, and instructions for accessing the system.

[Operating Features](#) describes the system's design and how to use its operating features.

The [CULPRPT Menu](#) gives instructions for selecting the submenus and the reports available through the submenus.

[Selecting Reports](#) gives instructions for specifying the output criteria.

[Exhibits](#) includes examples of all CULPRPT reports and a brief description of the report.

[Appendix](#) includes a list of CULPRPT reports by subject matter.

Pages are numbered consecutively at the bottom from the [About This Procedure](#) through the [Exhibits](#). If the procedure is amended, point pages (e.g., 12.1, 12.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date. If you begin receiving this procedure after it has been amended, you will receive the original copy with all amendments. Remove and insert pages according to the attached Page Control Chart so that your procedure is current.

You may occasionally receive bulletins to supplement information in this procedure. Each bulletin should be filed in front of the procedure and retained until the expiration date shown at the bottom of the bulletin.

All bulletins issued for this procedure after January 1, 1998, will be available on the Internet at the NFC home page ([www.nfc.usda.gov](http://www.nfc.usda.gov)).

## What Conventions Are Used

This procedure uses the following conventions:

- Messages displayed by the system are printed in *italics*. Example: The message *Submitting Reports For Entire Region* is displayed.

- Field specifications are also printed in italics. Example: **Enter User ID** *required, alphanumeric; 8 positions max*. Key in your assigned user ID (e.g., **NF999**).
- Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in ***1***.
- Figure references printed in bold link the figures with the text. Example: The Reports screen (**Figure 22**) is displayed.
- References to sections within the procedure are printed in bold as shown here. Example: See **Selecting Reports**.
- Keyboard references are printed in brackets. Example: Press [Enter].
- Optional actions at the end of a processing function are preceded by square bullets. Example:
  - To exit the system, press [PF9].
- Important extra information is identified as a note. Example:



Enter only one code.

## Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about National Finance Center (NFC) processing, contact the Payroll/Personnel Operations Section at **504-255-4630**.

For access to CULPRPT, contact your agency's ADP security officer.

For other questions about the system (including help with unusual conditions), contact Information Center personnel at **504-255-5230**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

---

## System Overview

The Payroll/Personnel Report Generator System (CULPRPT) procedure provides instructions for accessing and using CULPRPT. CULPRPT is a computerized batch processing system which utilizes information contained in the NFC Payroll/Personnel System database to generate preformatted reports on an “as needed” basis. Agencies can retrieve specific data for their employees in predefined report formats. The CULPRPT reports currently available to all agencies are categorized as follows:

**Payroll/Personnel Reports.** Used to select Payroll/Personnel reports.

**PACT/PRES Reports.** Used to select PACT/PRES reports.

**Error Suspense Reports.** Used to select error suspense reports.

Each of the CULPRPT report categories has a selection menu. The selection menu provides a list of all reports (by report number and title) that are available within that category. The selection menus can be accessed on your PC by following the Sign-On instructions in this procedure. A report description may be requested and viewed at your PC. Also provided in [Appendix A](#) is a listing of reports by subject matter.

This procedure contains an illustration of each report accompanied by a brief summary of its contents and significant characteristics. A brief description and example of each significant characteristic follows.



All illustrations have been altered to change employee names and social security numbers in accordance with the Privacy Act Statement.

**Brief Description.** Used to give an explanation and purpose of the report.

Example: Provides a list of Civil Service Retirement (CSRS) employees currently eligible to retire. For Federal Employees Retirement System (FERS) employees, see Report P0153.

**Sequence of Data.** Used to identify the order by which data on the report is arranged. Example: Personnel office identifier (POI), service computation date (SCD).

**Report Updated.** Used to identify when the information on the report is updated. Example: After Personnel Edit Subsystem (PINE) is executed.



Reports containing sensitive data, e.g., employee name, social security number, etc., are restricted. Reports containing race and national origin data, require additional security access. To obtain access to these reports, contact your agency security officer.

## System Interface

CULPRPT interfaces with the Bi-Weekly Examination Analysis and Reporting (BEAR). BEAR is an end-of-pay-period report system sweep and a beginning-of-pay-period set up in preparation for the upcoming processing pay period. It generates various types of end-of-pay-period output and updates CULPRPT reports.

## Other Reporting

### Customized Executive Analysis System

The Customized Executive Analysis System (CEAS) allows users to produce predefined and customized reports by employee name, organizational levels, and race and national origin by retrieving data from the Payroll/Personnel System. For detailed instructions about CEAS, see Title I, Chapter 20, Section 7, Customized Executive Analysis System (CEAS) procedure.

### FOCUS

FOCUS. Ad hoc reporting is available through the FOCUS Reporting System. For detailed information on FOCUS reporting, see Title VI, Chapter 5, Section 4, FOCUS Reporting System procedure.

### Reduction In Force

Reduction In Force (RIF) is used to create batch reports for an agency planning a RIF. These reports group employees in the same competitive areas, employing offices, etc., using service time to determine seniority within the agency. For detailed information about RIF, see Title I, Chapter 20, Section 3, Reduction In Force procedure.

### Remote Forms Queuing System

Remote Forms Queuing System (RFQS) allows users to view and/or print, at remote site destinations, certain payroll and personnel output forms and reports generated by NFC. For detailed information about RFQS, see Title I, Chapter 20, Section 2, Remote Forms Queuing System procedure.

### System-Generated Recurring Reports

The Payroll/Personnel System generates recurring reports relating to pay, leave, employment status, etc. These reports are produced from information stored in the database. For detailed information about and illustrations of these reports, see Title I, Chapter 20, Section 5, Payroll/Personnel Output procedure.

### TMGT Table 022, Payroll/Personnel Document Reports

Users of the Table Management System (TMGT) can request recurring automatic generation and remote printing of PACT/PRES Reports and Error Suspense Reports through Table TM022, Payroll/Personnel Document Reports. TM022 will automatically alert CULPRPT to execute the reports after each PINE pass is executed. For detailed instructions on requesting generation of these reports through TM022, see Title I, Chapter 2, Table Management System (TMGT) procedure.

## Requesting a New Report

To request development of a new report or modification of an existing report, obtain approval through appropriate agency personnel. Then submit a sample of the new or modified report with instructions to:

Office of Human Resources Management, USDA  
APSD, Room 344–W, Jamie L. Whitten Federal Building  
AG Stop 9602  
Washington, DC 20250

## System Access

To access CULPRPT, you must (1) have authorized security clearance and (2) use a PC that is connected to the mainframe computer located at NFC. This section refers you to information on access security and gives specific sign-on/sign-off instructions.

CULPRPT is resident on the mainframe computer at NFC. To access the mainframe, use your telecommunications network (e.g., FTS2000, etc.). For information about connecting and disconnecting from your telecommunications network, see the instructions provided with your specific network.

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Site Usage procedure, Title VI, Chapter 2, Section 1.

## Sign-On

To access CULPRPT, display the NFC banner screen (**Figure 1**) on your PC and respond to the prompts as described below.

```

=====
== 07/27/98          SNAMOD2          T3139029          PFI=HELP  ==
=====
==          NN      NN          FFFFFFFF          CCCCCCCC  ==
==          NNN     NN          FFFFFFFF          CCCCCCCC  ==
==          NNNN    NN          FF              CC          ==
==          NN  NN  NN          FFFFFFFF          CC          ==
==          NN  NNNN          FFFFFFFF          CC          ==
==          NN   NNN          FF              CCCCCCCC      ==
==          NN      NN          FF              CCCCCCCC      ==
==          NN      NN          FF              CCCCCCCC      ==
=====
==          National Finance Center          =====
==          Office of the Chief Financial Officer          ==
==          United States Department of Agriculture          ==
==          =====
==          For Authorized Use Only
== ENTER USER ID = 1          PASSWORD = 2          NEW PASSWORD = 3
==
==          ENTER APPLICATION NAME = 4          OR PRESS ENTER FOR MENU
==
=====

```

**Figure 1. NFC Banner Screen**

- 
- |   |   |
|---|---|
| <b>1</b> <b>Enter User ID</b><br><i>Required, alphanumeric<br/>8 positions max.</i>   | Key in your assigned user ID (e.g., NF999).   |
| <b>2</b> <b>Password</b><br><i>Required, alphanumeric<br/>6 to 8 positions</i>        | Key in your password. Your password is not displayed on the screen. [Tab] to the next prompt.   |
| <b>3</b> <b>New Password</b><br><i>Conditional, alphanumeric<br/>6 to 8 positions</i> | This prompt is required when your current password has expired. Key in your new password as the system requests. You may also use this field to change your password at any time, but not more than once daily. |
| <b>4</b> <b>Enter Application Name</b><br><i>Required, alpha<br/>9 positions max.</i> | Key in <b>CULPRPT</b> and press [Enter].  |
- 

The Report Generator System screen is displayed, except when NFC needs to communicate special system function messages. In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 2**) is displayed.

```
=====
== 07/27/98      SNAMOD2      MENU for NFC03      T3139029      13:08:10 CT ==
=====
==
== SELECT ONE:
==
== 1. PAYROLL/PERSONNEL SYSTEMS
== 2. FINANCIAL INFORMATION SYSTEMS
== 3. PROPERTY MANAGEMENT INFORMATION SYSTEMS
== 4. ADMINISTRATIVE INFORMATION SYSTEMS
== 5. DEVELOPMENT SYSTEMS <NFC ONLY>
== 6. DATA BASE TEST SYSTEMS <NFC ONLY>
== 7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY>
== 8. DIRECTIVES BULLETIN BOARD
== ENTER APPLICATION NAME OR SELECTION NUMBER ==> CULPRPT      PF11 = EXIT ==
=====
==                                MESSAGE BOARD
==
=====
```

**Figure 2. NFC Menu**

Press [Enter] to continue.



You may also select Option 8, Directives Bulletin Board, on the NFC Menu, to view additional payroll/personnel related messages. (See Title VI, Systems Access Manual, Bulletin 94–1, Directives Bulletin Board, Dated January 24, 1994.)

The Report Generator System screen (**Figure 3**) is displayed.

```

                                ** REPORT GENERATOR SYSTEM **
                                INTERACTIVE PRODUCT TO SUBMIT BATCH REPORTS

                                **PLEASE WAIT FOR THE RGS SELECTION MENU**

```

**Figure 3. Report Generator System Screen**

No entry is required. The Report Generator System Primary Selection Menu is displayed.

## Sign-Off

To exit CULPRPT, press [PF12] at any screen. The Ready prompt (**Figure 4**) is displayed.

```

                                -----
                                REPORT GENERATOR SYSTEM
                                SESSION ENDED AT USER REQUEST
                                -----

READY
bye

```

**Figure 4. Ready Prompt**

Key in *bye* and press [Enter].

The NFC Menu is displayed. You are now disconnected from CULPRPT. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed.

If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your PC is inactive for a relatively short time.



Note

To avoid unnecessary charges disconnect from your telecommunications network immediately after a session is terminated.

# Operating Features

CULPRPT is an online report generator system that allows users to view and/or request printing of reports formulated from data contained in the NFC Payroll/Personnel System.

## System Design

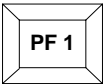
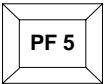
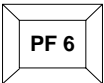

CULPRPT is designed with menu and key field selections. The menu lists three selections that are report categories and a selection to exit. Each selection provides a secondary menu that lists all reports in that category. Each report has a Selection Criteria screen that provides key fields used to submit a specific report for output.

## Function Keys

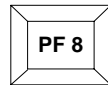
The program function keys are used to execute functions and display specific screens in the system. They are usually identified by PA (program attention), PF (program function), SF (special function), or SP (special program), depending on the equipment being used. Other function keys are [Enter], [Clear], and [Tab]. For instructions on your equipment usage, see the manufacturer’s operating guide or consult your agency ADP staff.

The functions of applicable PF keys and other function keys in CULPRPT are displayed to the right of each screen. Several of these keys have multiple functions.

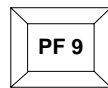
All CULPRPT function keys are described below:

Key	Function
	Used to display the Report Generator System Primary Selection Menu at the submenu screens.
	Used to return to the previous screen at the Selection Criteria screens and the Help screens.
	Used to display the Help screen.
	Used to display the Interactive System Productivity Facility (ISPF) J.1 utility. The ISPF utility is used to view the report before printing and to check the status of each job to determine if it is awaiting execution, being executed, or awaiting output.
	Used to display the previous menu page.

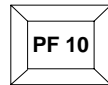




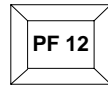
Used to display the next menu page.



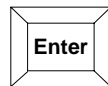
Used to display VTAM Printer Support System (VPS) Monitor and Control Facility (VMCF) Primary Option Menu screen. VMCF is used to monitor and control VPS specifically defined 3270 type printers.



Used to display a description of a specific report.



Used to clear the screen to exit the system.



Used to submit a specified report for output.

## Report Access Authority

To submit a report for output, a user must have authority for that particular report at the level requested.

If a user requests a report at an unauthorized level, one of the following messages is displayed:

*Not Authorized Access – No Subschema*

*Not Authorized Access – Invalid Subschema*

*Not Authorized Access – Sensitive Data Subschema*

*Not Authorized Access – Invalid Security Level*

Contact your agency security officer to obtain the appropriate access.

## Help Screens

Help screens are available for the key fields and data elements displayed on the CULPRPT screens. Help screens display a list of valid codes and/or narrative description of each field. To display a Help screen, press [PF5] at any screen. See (Figure 5) for an example.

```
***** REPORT SELECTION MENU HELP SCREEN *****
                                                                    PF1 = PREV
                                                                    PF5 = HELP

THERE IS ONE DESIGNATED AREA IN WHICH TO ENTER THE REPORT NUMBER.
THE OTHER CONTROL FUNCTIONS ARE ACCOMPLISHED BY THE PF KEYS.

REPORT ID# _____

PF1 - RETURN TO MAIN/PREVIOUS MENU
PF5 - DISPLAY HELP SCREENS
PF6 - ISPF J.1 UTILITY
PF7 - LIST THE PRIOR MENU PAGE
PF8 - LIST THE NEXT MENU PAGE
PF9 - USE VTAM PRINT SPOOLER UTILITY
RPT# PF10 - DESCRIPTION OF THE SPECIFIED REPORT
PF12 - EXIT THE CULPRPT SYSTEM
RPT# ENTR - SUBMIT THE SPECIFIED REPORT

*****
```

**Figure 5. Help Screen** (example is from the Report Selection Menu Help screen)

Press [PF1] to return to the previous screen.

## CULPRPT Menu

After you access CULPRPT, the Report Generator System (RGS) Primary Selection Menu (**Figure 6**) is displayed.

```
*****
-- REPORT GENERATOR SYSTEM PRIMARY SELECTION MENU (p) --
*****
                                     PF5 = HELP
                                     PF6 = J.1
                                     PF9 = VPS
                                     PF12= EXIT

- (1) PAYROLL/PERSONNEL REPORTS
- (2) PACT/PRES REPORTS
- (3) ERROR SUSPENSE REPORTS
- (R) RETURN TO TSO ENVIRONMENT

Position cursor by selection or
enter selection/report number, then press <ENTER> _____
*****
```

**Figure 6. Report Generator System Primary Selection Menu**

The menu provides three submenus for selecting reports for output.

Below is a brief description of each submenu:

- 1. Payroll/Personnel Reports.** Used to select Payroll/Personnel reports which are produced from information stored in the Payroll/Personnel System database. This information include current employee data relating to pay, employment, leave, organizational structure, position, etc. Report numbers begin with **P**.
- 2. PACT/PRES Reports.** Used to select the Personnel Action Processing System (PACT)/Payroll/Personnel Processing System (PRES) reports which are produced from personnel actions entered in PACT and payroll documents entered in PRES. Report numbers begin with **E**.
- 3. Error Suspense Reports.** Used to select error suspense reports which list documents that are in the Suspense Inquiry and Correction System (SINQ) because they failed the PINE edits. PINE edits and audits entries on the Payroll/Personnel database. Report numbers begin with **U**.



Error suspense report numbers that begin with U67 exhibit information gathered from personnel and position data entered into a front-end systems interface. For additional information, see Title I, Chapter 22, Front-End System Interface (FESI) procedure.

Error suspense report numbers that begin with U68 exhibit information gathered from personnel and payroll data entered in Employee Express.

To select a report, use one of the following methods:

- If you do not know the number of the report you need, key in the submenu selection number at the Enter Selection/Report Number prompt or [Tab] to the selection number and press [Enter]. The selection reports submenu (**Figure 7**) is displayed.

```
***** PAYROLL/PERSONNEL REPORTS *****
REPORT ID# _____ PF1 = MAIN
                        PF5 = HELP
                        PF6 = J.1
                        PF7 = BACK
                        PF8 = FORW
                        PF9 = VPS
                        PF10= DESC
                        PF12= EXIT
                        ENTR= PROCES

-ID#- -TITLE-
P0001 EMPLS ELIGIBLE TO RETIRE CURRENTLY (CSRS ONLY)
P0002 EMPLS ELIGIBLE TO RETIRE WITHIN 1 YEAR (CSRS ONLY)
P0003 EMPLS ELIGIBLE TO RETIRE WITHIN 2 YEARS (CSRS ONLY)
P0004 EMPLS ELIGIBLE TO RETIRE WITHIN 3 YEARS (CSRS ONLY)
P0005 EMPLS ELIGIBLE TO RETIRE WITHIN 4 YEARS (CSRS ONLY)
P0006 EMPLS ELIGIBLE TO RETIRE WITHIN 5 YEARS (CSRS ONLY)
P0007 ROSTER OF EMPLOYEES (HIGH SPEED PRINTER OUTPUT)
P0008 STAT - AGE AND LENGTH OF SERVICE SURVEY
P0009 LENGTH OF SERVICE
P0010 EMPLOYEES BY OCCUPATION AND LOCATION
P0011 FULL TIME EMPLOYEES ON THE ROLL
P0012 ROSTER OF EMPLOYEES (80 COLUMN OUTPUT)
P0013 ACTIVE FULL-TIME EMPLS - T+A NOT RECEIVED BY NFC

***** SCREEN 1 OF 13 *****
```

**Figure 7. Example Of A Reports Submenu** (example is from the Payroll/Personnel Reports)

To view a report description, key in the report number at the Report ID# prompt on any one of the selected submenu screens and press [PF10]. The Description For Report screen (**Figure 8**) is displayed.

```
***** DESCRIPTION FOR REPORT P0001 *****
                        PF1 = PREV

P0001: EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY (CSRS ONLY)

LISTING OF THE PAY PLAN, SERIES, GRADE, NAME, TITLE, SOCIAL SECURITY
NUMBER, BIRTH DATE, SCD FOR RETIREMENT, CURRENT AGE, LENGTH OF SERV,
ORGANIZATIONAL CODES AND DUTY STATION CODES BY AGENCY, BY SUBMITTING
OFFICE, BY SERIES, AND GRADE OF CSRS EMPLOYEES WHO ARE ELIGIBLE TO
RETIRE CURRENTLY.

*****
```

**Figure 8. Description For Report Screen** (example is from P0001)

Press [PF1] to return to the previous screen.

- If you know the number of the report you need, key in the report number and press [Enter]. The applicable Selection Criteria screen is displayed.

Instructions follow for completing the Selection Criteria screen.

# Selecting Reports

Report options in CULPRPT are used to specify the output criteria for selected reports. Use the instructions below for all report selections.

To select a report option, key in the applicable report number at the Selection/Report Number prompt or at the Report ID# prompt on the applicable report submenu (Figure 7). Press [Enter]. The Selection Criteria screen for the report selected (Figure 9) is displayed.

\*\*\*\*\* SELECTION CRITERIA FOR P0001 \*\*\*\*\*

\*FILL IN YOUR JCL REQUIREMENTS. DEFAULTS ARE DISPLAYED\*

USER NAME TO BE ON JCL

REMOTE DESTINATION

LAST CHARACTER OF JOB NAME

SYSTEM OUTPUT CLASS

NUMBER OF COPIES NEEDED

SUBMIT JOB AFTER BEAR RUNS

123ABCWILLIAMS\_

U1

C

A

1

N

PF1 = PREV

PF5 = HELP

PF12= EXIT

\*FILL IN SELECTION CRITERIA AND PRESS -ENTER- TO SUBMIT REPORT\*

\*\*\*\*\*

Figure 9. Selection Criteria Screen (example is from P0001)

The following prompts appear on the Selection Criteria screens of all CULPRPT reports.

Respond to the prompts as follows:

<b>User Name To Be On JCL</b> <i>Required, alphanumeric 15 positions max.</i>	Key in the user’s name or other information to identify the report destination.
<b>Remote Destination</b> <i>Required, alphanumeric 16 positions max.</i>	Key in the printer number where the report is to be printed.
<b>Last Character Of Job Name</b> <i>Optional, alpha field 1 position</i>	<p>Key in <b>A</b>, <b>B</b>, or <b>C</b> to identify this report from other reports being requested. This character becomes the sixth character of the job name (e.g., NFC03A). If no entry is made, the system defaults to <b>C</b>.</p> <p>It is recommended that a unique sixth digit job name character be entered whenever the possibility exists that more than one report will be requested. If a character is not entered and the system defaults to <b>C</b>, when two reports are requested, both jobs would have the same job name. Since duplicate jobs cannot execute at the same time, one job would have to be completed before the system could start executing the other job. If the reports were given the job name characters A and B, they could execute simultaneously.</p>

<b>System Output Class</b> <i>Optional, alpha</i> <i>1 position</i>	Key in <b>A</b> to direct output to a designated printer and to generate a hard copy computer printout of the report or <b>X</b> to direct the output to be held for viewing at the terminal. For detailed instructions on viewing a report prior to printing, see Interactive System Productivity Facility (ISPF) procedure, Title VI, Chapter 2, Section 2. If no entry is made, the system defaults to <b>A</b> .
<b>Number Of Copies Needed</b> <i>Optional, numeric</i> <i>1 position</i>	Key in the number of reports needed (1–5). If no entry is made, the system defaults to <b>1</b> .
<b>Submit Job After BEAR Runs</b> <i>Optional, alpha</i> <i>1 position</i>	Key in <b>Y</b> to place the report on hold until the processing of BEAR is complete. If no entry is made, the system defaults to <b>N</b> .

All or a combination of the following fields may be displayed on the selection criteria screen depending on the particular report selected.

<b>Begin Pay Period Year/Number</b> <i>Required, numeric</i> <i>4 positions</i>	Key in the year and pay period you wish the report to begin data coverage.
<b>End Pay Period Year/Number</b> <i>Required, numeric</i> <i>4 positions</i>	Key in the year and pay period you wish the report to end data coverage.
<b>Month</b> <i>Required, numeric</i> <i>2 positions</i>	Key in the month you wish the report to cover.
<b>Month ____ Day ____</b> <i>Required, numeric</i> <i>2 positions</i>	Key in the month and day you wish the report to cover.
<b>Occupational Series</b> <i>Optional, numeric</i> <i>4 positions</i>	Key in the occupational series.



**Note**

If no entry is made to the following fields, the system defaults to the user's maximum security access:

- Department Code
- Organization Agcy
- Organization Lev2
- Organization Lev3
- Organization Lev4
- Submitting Office Number
- Occupational Series

<b>Organization Agcy</b> <i>Optional, alphanumeric</i> <i>2 positions</i>	Key in the agency code.
<b>Organization Lev2</b> <i>Optional, numeric</i> <i>2 positions</i>	Key in the 2nd level of the organizational structure.

<b>Organization Lev3</b> <i>Optional, numeric 2 positions</i>	Key in the 3rd level of the organizational structure.
<b>Organization Lev4</b> <i>Optional, numeric 2 positions</i>	Key in the 4th level of the organizational structure.
<b>Pay Period</b> <i>Required, numeric 2 positions</i>	Key in the pay period you wish the report to cover.
<b>Pay Rate Determinant</b> <i>Required, alphanumeric 1 position</i>	Key in the pay rate determinant code.
<b>Quarter Year</b> <i>Required, numeric 2 positions</i>	Key in the year of the quarter you wish the report to cover.
<b>Quarter Number</b> <i>Required, numeric 1 position</i>	Key in the quarter you wish the report to cover.
<b>Region Code (01–10), or Blank</b> <i>Optional, numeric 2 positions</i>	<p>Key in the region code. To request a report by region, key in the department code, servicing agency code, and region code. Press [Enter]. The message <i>Submitting Reports For Entire Region</i> is displayed.</p> <p>After the request is accepted, the reports submenu (<b>Figure 7</b>) is displayed. When the user requests a report by region, a specific report is generated for each personnel office identifier (POI) for which the user has access authority within the region. Users can request reports only for those regions and POI's for which they have access authority.</p>
<b>Servicing Agency</b> <i>Required, numeric 2 positions</i>	Key in the code of the agency that services your office.
<b>Submitting Office Number</b> <i>Optional, numeric 4 positions</i>	Key in the personnel office identifier.
<b>Year</b> <i>Required, numeric 2 positions</i>	Key in the year you wish the report to cover.
<b>Year ____ Month ____</b> <i>Required, numeric 2 positions each</i>	Key in the year and month you wish the report to cover.

---



When selecting an Error Suspense report, after keying in the report number, press [Enter]. The PINE Status screen (**Figure 10**) is displayed.

```
***** PINE STATUS *****

PINE PASS 11 FOR PAY PERIOD 14
HAS COMPLETED PROCESSING.

-----

THIS PASS WAS COMPLETED
AT 14:32 (CST) ON 07/25/XXXX.

THIS IS THE LAST PASS FOR PAY PERIOD 14.

*****

*** PRESS -ENTER- TO CONTINUE ***
```

**Figure 10. PINE Status Screen**

This screen advises the user of the status of the current pass of the PINE and the pay period for which the processing has been completed. No entry is required. Press [Enter]. The Selection Criteria screen is displayed.



When selecting any of the following reports, the T&A Status screen (**Figure 11**) is displayed.

P0013 Active Full/Part-Time Employees – T&A's Not Received by NFC

P0099 Error Analysis for T&A Processing

P0152 Leave Error Report

```
***** T & A STATUS *****

THE P0013 REPORT WAS LAST UPDATED
ON 07/25/XXXX AT 15:30:48

A NEW REPORT SHOULD BE REQUESTED (ONLY)
IF YOUR CURRENT REPORT IS OUTDATED.

*****

*** PRESS -ENTER- TO CONTINUE ***
```

**Figure 11. T & A Status Screen**

This screen advises the user that the report was last updated on a specific date and time, and that a new report should be requested only if the current report is outdated.





When a user with more than one security access path code requests a Payroll/Personnel report for output, the Path Code Select screen (**Figure 12**) is displayed.

Valid codes are:

Path 1 =Security access by organizational structure

Path 2 =Security access by POI

When a user has only one security access path code, the Path Code Select screen will not appear. The system defaults to the user's assigned security access path code.

Direct questions about security access path codes to your agency security officer.

```

*****
REPORT GENERATOR SYSTEM                                PATH CODE SELECT
*****

PLEASE ENTER A SECURITY ACCESS PATH CODE (1 OR 2)

*****

```

**Figure 12. Path Code Select Screen**

After completing the applicable fields, press [Enter]. The specific report is submitted for output, and the reports submenu screen is displayed. To request another report, key in the report number at the Report# prompt and press [Enter]. The Selection Criteria screen is displayed, showing the data that was keyed in for the last request. To return to the RGS Primary Selection Menu screen, press [PF1].

## Viewing The Print Status Of Reports

To view the status of a job, use one of the following methods:

- Press [PF6] at any menu or submenu screen. The Job List screen (**Figure 13**) is displayed.

```

-- (1)==> - Job List NFC03 Q=ALL C=ALL O=ALL D=ALL ----- ROW 1 OF 9
SEL JOBNAME  JOBID  MC  ----QUEUE--- -RECORDS MAXRC  ADDITIONAL INFO  DEST  STEP
... NFC03     T20925  Z  EXEC SYSB           548      MULTTEST 0:01.45  US05PROC
... NFC03A    J19894  X  EXEC X (399)         10       27JUL98 12:30    U1
... NFC03B    J19941  X  EXEC X (403)         16       27JUL98 12:32    U1
... NFC03B    J19974  X  EXEC X (406)         16       27JUL98 12:33    U1
*****
***** BOTTOM OF DATA *****
COMMAND ==>
F1=HELP      F2=SPLIT    F3=END       F4=RETURN    F5=RFIND     F6=RCHANGE
F7=UP        F8=DOWN      F9=SWAP      F10=LEFT     F11=RIGHT    F12=RETRIEVE

```

**Figure 13. Job List Screen**

The Job List screen is a function of the Interactive System Productivity Facility (ISPF) J.1 utility. The ISPF utility is used to view the status of each job to

determine if it is awaiting execution, executing, or awaiting output. This utility also enables users to view the report at their PC's prior to printing if X was keyed in at the System Output Class prompt on the Selection Criteria screen. For detailed information about the ISPF utility, see Title VI, Chapter 2, Section 2, Interactive System Productivity Facility (ISPF) procedure. To return to the menu or submenu screen, key in =X at the command prompt, and press [Enter].

- After exiting CULPRPT (see Sign-Off instructions), key in *st* or *status* at the Ready prompt. A message is displayed indicating the status of the job. Whenever a job has completed execution, a message flashes on the PC to inform the user of the status of the job. If the user is not logged on to CULPRPT at the time the job execution is completed, the message is displayed the next time the user logs-on or exits any Time Sharing Option (TSO) application.

All messages are described below:

Message	Description
Job NFC03C(JOB12345) Executing	Displayed when the job is being executed.
Job NFC03C(JOB12345) Waiting for Execution	Displayed when the job is waiting to be executed.
Job NFC03C(JOB12345) On Output Queue	Displayed when the job is waiting to be retrieved at a PC or waiting to be printed at an online or remote printer.
No Jobs Found Ready	Displayed when the job has executed and is no longer in the queue.

Users with 3270 printers can monitor and control the printing of CULPRPT reports through the VTAM Printer Support System (VPS) Monitor and Control Facility (VMCF). Press [PF9] at any menu or submenu screen. The VMCF Primary Option Menu (**Figure 14**) is displayed.

```

----- VMCF PRIMARY OPTION MENU -----
OPTION  ===>

PRINTER  ===>

1 - Enter VPS printer command
2 - Display VPS printer list

S - Display VPS printer summary
T - VMCF Tutorial

X - Terminate VMCF

Enter END command to terminate VMCF.

USERID - NFC03
TERMINAL - MULTTEST
VPS NAME - VPS62
PROFILE - NFC03

```

**Figure 14. VMCF Primary Option Menu**

For detailed information about VPS, see the ISPF procedure. To return to the menu or submenu screen, key in *end* at the Option prompt and press [Enter].

Users with other types of printers should follow their normal procedures to retrieve and print reports.

---

## Exhibits



## 1. P0001, Employees Eligible To Retire Currently

**Brief Description:** Provides a list of Civil Service Retirement System (CSRS) employees currently eligible to retire. For Federal Employees Retirement System (FERS) employees, see Report P0153.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

[illegible]

## 2. P0002, Employees Eligible To Retire Currently Or Within 1 Year

**Brief Description:** Provides a list of CSRS employees eligible to retire within 1 year. For FERS employees, see Report P0154.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

[illegible]

### 3. P0003, Employees Eligible To Retire Currently Or Within 2 Years

**Brief Description:** Provides a list of CSRS employees eligible to retire immediately or within 2 years. For FERS employees, see Report P0155.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0003		EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 2 YEARS										PAGE	1
AS OF XX/XX/XX													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AGENCY CA - BOARD OF CONTRACT APPEALS													
2ND LEV 00 - BOARD OF CONTRACT APPEALS													
NAME													
PP- SER-GR	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	EMP	CURRENT	ORG-STRUCTURE	DUTY STA					
GS-0986-00	DOE JANE	000-00-0000	08/19/42	01/27/60	0000	54	37	00-00-0000-00000000	11-0000-001				
CA-0005-01	LEG TECHNCN JOHNSON MARY	000-00-0000	01/22/37	12/03/62	0000	60	34	00-00-0000-00000000	11-0000-001				
GS-0950-11	ADMINISTRATIVE JUDGE WILLIAMS JOHN	M 000-00-0000	12/18/36	04/02/65	0000	60	32	00-00-0000-00000000	11-0000-001				
PARALEGAL SPECLST													
TOTAL EMPLOYEES FOR LEVEL 2		3											

### 4. P0004, Employees Eligible To Retire Currently Or Within 3 Years

**Brief Description:** Provides a list of CSRS employees eligible to retire immediately or within 3 years. For FERS employees, see Report P0156.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0004		EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 3 YEARS										PAGE	1
AS OF XX/XX/XX													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AGENCY CA - BOARD OF CONTRACT APPEALS													
2ND LEV 00 - BOARD OF CONTRACT APPEALS													
NAME													
PP- SER-GR	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	EMP	CURRENT	ORG-STRUCTURE						
GS-0986-00	DOE JANE	000-00-0000	08/19/42	01/27/60	0000	54	37	00-00-0000-00000000	11-0000-001				
CA-0005-01	LEG TECHNCN JOHNSON MARY	000-00-0000	01/22/37	12/03/62	0000	60	34	00-00-0000-00000000	11-0000-001				
GS-0950-11	ADMINISTRATIVE JUDGE WILLIAMS JOHN	M 000-00-0000	12/18/36	04/02/65	0000	60	32	00-00-0000-00000000	11-0000-001				
PARALEGAL SPECLST													
TOTAL EMPLOYEES FOR LEVEL 2 3													

### 5. P0005, Employees Eligible To Retire Currently Or Within 4 Years

**Brief Description:** Provides a list of CSRS employees eligible to retire immediately or within 4 years. For FERS employees, see Report P0157.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

[illegible]

## 6. P0006, Employees Eligible To Retire Currently Or Within 5 Years

**Brief Description:** Provides a list of CSRS employees eligible to retire within 5 years. For FERS employees, see Report P0158.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

[illegible]

## 7. P0007, Roster Of Employees

**Brief Description:** Provides a two-column alphabetical list of employees with pertinent personnel information. For an 80-character, one-column list, see Report P0012.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0007										ROSTER OF EMPLOYEES										AS OF XX/XX/XX										PAGE 1									
DEPT- AG										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																													
XX-AARC AGCY- XX ALT. AG. RESEARCH AND COMMER																																							
LINE 1- EMPLOYEE NAME, SOCIAL SECURITY NUMBER																																							
LINE 2- PAY PLAN, OCCUPATIONAL SERIES, OFFICIAL TITLE, SUBMITTING OFFICE																																							
LINE 3- GRADE/STEP, BASE SALARY, TYPE APPT & EMPL, STATUS, TENURE, VETS PREFERENCE, MR NO.																																							
LINE 4- ORGANIZATIONAL STRUCTURE LEVELS 2 THRU 5, DUTY STATION, IP NO.																																							
LINE 5- BIRTH DATE, RETIREMENT SCD, LAST ENTERED PRESENT GRADE, SCD FOR WGI, SCD FOR RIF																																							
NOTE- * TO LEFT OF PAY PLAN DENOTES ACCESSION										< TO LEFT OF GRADE DENOTES SEPARATION																													
DOE, JANE M										000-00-0000										WILLIAMS, JOHN E										000-00-0000									
GS-0XXX SECRETARY (OA)										4916										GS-0XXX DEPUTY DIRECTOR										4916									
09/06 36,960.00PA C F/T ACT TGI NONE 987655																				15/04 83,528.00PA C F/T ACT TGI 5 PT 1234563																			
01-00-0000-00 WASHINGTON DC										8765435										01-00-0000-00 WASHINGTON DC										123456A									
11/09/47 04/07/67 03/07/93 03/03/96 04/07/67																				11/12/48 05/15/94 07/23/95 07/20/97 04/25/94																			



## 9. P0009, Report Of Length Of Service

**Brief Description:** Provides an alphabetical list of employees who will have 5, 10, 20, 25, 30, 35, or 40 years of service as of the month and year selected.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

## 10. P0010, Employees By Occupation And Location

**Brief Description:** Provides the total number of permanent full-time and other employees by grade within the Washington, DC, Standard Metropolitan Statistical Area (SMSA), field areas, and all locations.

**Sequence of Data:** Series, pay plan, and grade

**Report Updated:** After PINE is executed.

[illegible]

## 11. P0011, Full Time Employees On The Rolls

**Brief Description:** Provides a list of the number of full-time employees on the rolls in a particular city and state.

**Sequence of Data:** State and city

**Report Updated:** After PINE is executed.

[illegible]

## 12. P0012, Roster Of Employees

**Brief Description:** Provides an 80-character, one-column alphabetical list of employees with pertinent personnel information. For a two-column list, see Report P0007.

**Sequence of Data:** Employee name.

**Report Updated:** After PINE is executed.

[illegible]

### 13. P0013, Active Full/Part-Time Employees – T&A's Not Received by NFC

**Brief Description:** Provides a list of active full/part-time employees whose T&A's were not received by NFC for the current processing pay period. It should be generated on the Tuesday, Wednesday, Thursday, and Friday mornings after all known T&A's have been electronically transmitted to NFC.

**Sequence of Data:** T&A contact point and social security number

**Report Updated:** After Time and Attendance Validation System (TIME) is executed.

CULP0013											ACTIVE FULL/PART-TIME EMPLOYEES - T+AAS NOT RECEIVED BY THE NFC											PAGE 1										
T + A CONTACT POINT SEQUENCE																																
AS OF XX/XX/XX 01:31:29																																
FOR PAY PERIOD 18																																
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																																
CONTACT POINT			SOC-SEC-NO.			LAST NAME			FIRST NAME			M		POI		LAST PAID			PP		GR/ST		TRANS			STATUS			PHONE #			
-----			-----			-----			-----			-		-----		-----			--		-----		-----			-----			-----			
DM-11-0000-03-14			000-00-0000			ANDREWS			JONSON			P		0000		07/23/95			GS		04/04		TRANSMITTED			NOT- IN- TAB						
DM-11-0000-20-03			000-00-0000			JOHNSON			ANDREW			R		0000		08/17/97			GS		11/03		TRANSMITTED			202-720-8250						
DM-11-0000-20-03			000-00-0000			WILLIAMS			JANE			Y		0000		08/17/97			GS		09/00		TRANSMITTED			202-720-8250						
DM-11-0000-20-03			000-00-0000			WILLIAMS			WILLIAMS			L		0000		08/17/97			GS		11/01		TRANSMITTED			202-720-8250						
</																																

## 15. P0015, Handicap Data Blue Collar Employees

**Brief Description:** Provides a list of the number and percentage of blue collar employees within a specific grade range. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Handicap code

**Report Updated:** After PINE is executed.

REPORT ID: CULP0015													PAGE 1	
HANDICAP DATA BLUE COLLAR EMPLOYEES														
AS OF XX/XX/XX														
AGENCY 00														
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **														
HANDICAP CODE	WG 01-03	%	WG 04-06	%	WG 07-09	%	WG 00-12	%	WG 13-15	%	ALL OTHER	%	TOTAL	
05	1	5.6	12	66.7	4	22.2	1	5.6	0	.0	0	.0	18	
06	0	.0	0	.0	0	.0	1	000.0	0	.0	0	.0	1	
24	0	.0	1	000.0	0	.0	0	.0	0	.0	0	.0	1	
84	0	.0	1	000.0	0	.0	0	.0	0	.0	0	.0	1	
ALL HANDICAPS	0	.0	2	000.0	0	.0	0	.0	0	.0	0	.0	2	

## 16. P0016, Average Age + Length Of Service

**Brief Description:** Provides a list of the number of permanent full-time employees, their average age, and length of service for the Washington, DC, and field areas.

**Sequence of Data:** Series, pay plan, and grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0016				AVERAGE AGE + LENGTH OF SERVICE						PAGE		1
PFT EMPLOYEES AGENCY XX												
				AS OF XX/XX/XX			** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **					
		- - D.C.METRO AREA - -		- - - - FIELD - - - -				- - - - TOTAL - - - -				
OCCUPATION	NO OF	AVG	AVG	NO OF	AVG	AVG	NO OF	AVG	AVG			
PAY PLAN + GRADE	EMP	AGE	LOS	EMP	AGE	LOS	EMP	AGE	LOS			
0318												
GS-06	1	46.0	8.0	0			1	46.0	8.0			
GS-09	1	49.0	30.0	0			1	49.0	30.0			
SERIES TOTAL	2	47.5	19.0	0			2	47.5	19.0			

## 17. P0017, Number & Average Grade Of GS & Similar Employees

**Brief Description:** Provides a list of the number of GS and similar employees (GM, etc.) by type of appointment and work schedule.

**Sequence of Data:** Grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0017		NUMBER & AVERAGE GRADE OF GS & SIMILAR EMPLOYEES AS OF XX/XX/XX						PAGE	1
AGENCY XX									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
GS & SIMILAR	PERM FULL	TEMP FULL	FULL	PERM PART	TEMP PART	PERM INT	TEMP INT	TOTAL	
GRADE	TIME	TIME	TIME	TIME	TIME	INT	INT		
06	1		1					1	
09	1		1					1	
13	1		1					1	
14	2		2					2	
15	1		1					1	
TOTAL	6		6					6	
AVER GRADE	11.833		11.833					11.833	
</									

## 19. P0019, Percentage Of Employees Eligible To Retire Within The Next Five Years

**Brief Description:** Provides a list of the number and percentage of employees, within the agency, that are eligible to retire within the next five years. For a list sorted by occupational series and grade, see Report P0018.

**Sequence of Data:** Pay plan and grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0019		PERCENTAGE OF EMPLOYEES ELIGIBLE TO RETIRE WITHIN THE NEXT FIVE YEARS EMPLOYMENT AS OF XX/XX/XX						PAGE 1
		AGENCY XX						** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
PP-GR	TOTAL UNDER CS RET	CURRENTLY ELIGIBLE NO	CURRENTLY OR WITHIN 1 YEAR NO	CURRENTLY OR WITHIN 2 YEARS NO	CURRENTLY OR WITHIN 3 YEARS NO	CURRENTLY OR WITHIN 4 YEARS NO	CURRENTLY OR WITHIN 5 YEARS NO	
		%	%	%	%	%	%	
PAY PLAN CA								
CA-01	1	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	
CA-02	1	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	
CA-03	2	2 000.00	2 000.00	2 000.00	2 000.00	2 000.00	2 000.00	
TOTAL	4	4 000.00	4 000.00	4 000.00	4 000.00	4 000.00	4 000.00	
PAY PLAN GS								
GS-09	1							
GS-00	1		1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	
GS-11	1	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	

## 20. P0020, Handicap By Type Of Occupation

**Brief Description:** Provides a list of the number and percentage of employees for each PATCO (professional, administrative, technical, clerical, and other) occupational category code. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Handicap code

**Report Updated:** After PINE is executed.

REPORT ID: CULP0020														HANDICAP BY TYPE OF OCCUPATION														PAGE														1																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													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## 21. P0021, Position Planning And Control

**Brief Description:** Provides a list of the number of permanent full-time, other full-time, part-time, and intermittent employees that are subject to ceiling limitations, on furlough, and LWOP.

**Sequence of Data:** Pay plan and grade

**Report Updated:** After PINE is executed.

[illegible]

## 22. P0022, RIF Register Competitive Service – Supervisors & Nonmanagers

**Brief Description:** Provides a list of supervisors and nonmanagers in competitive service with pertinent personnel information.

**Sequence of Data:** Series and pay plan

**Report Updated:** After PINE is executed.

[illegible]

## 23. P0023, RIF Register Competitive Service – Nonsupervisors & Nonmanagers

**Brief Description:** Provides an alphabetical list of nonsupervisors and nonmanagers in competitive service within a specified occupational series and pay plan.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0023		RIF REGISTER COMPETITIVE SERVICE										PAGE 3	
AS OF XX/XX/XX ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
OCCUPATIONAL SERIES 0201		PERSONNEL MANAGEMENT		NONSUPERVISORS & NONMANAGERS									
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SMITH		JOHNSON		000-00-0000		PERS MGMT SPECLST		06/04/53		12		1 B	
SMITHS		WILLIAM		000-00-0000		PERS MGMT SPECLST		08/21/54		12		1 B	



## 25. P0025, RIF Register Competitive Service – Nonsupervisory Trainees

**Brief Description:** Provides an alphabetical list of nonsupervisory trainees in competitive service within a specified occupational series and pay plan.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

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## 27. P0027, RIF Register Excepted Service – Nonsupervisors & Nonmanagers

**Brief Description:** Provides an alphabetical list of nonsupervisors and nonmanagers in excepted service within a specified occupational series and pay plan.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

## 28. P0028, Employee Listing Within Organizational Structure

**Brief Description:** Provides a list of employees with pertinent personnel information. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Pay plan and descending grade

**Report Updated:** After PINE is executed.

[illegible]

## 29. P0029, SES + Equivalent Employees

**Brief Description:** Provides a list of employees in pay plans ES, FE, and ST.

**Sequence of Data:** Pay plan

**Report Updated:** After PINE is executed.

REPORT ID: CULP0029										SES + EQUIVALENT 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## 30. P0030, Full Time Active Employees

**Brief Description:** Provides a list of the number of full-time active employees currently on the rolls within the Washington, DC, and metropolitan DC areas.

**Sequence of Data:** Agency code

**Report Updated:** After PINE is executed.

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### 31. P0031, Schedule C Employees

**Brief Description:** Provides a list of Schedule C employees for an agency and includes pertinent personnel information.

**Sequence of Data:** Grade

**Report Updated:** After PINE is executed.

[illegible]

## 32. P0032, Summary Of Bargaining Units

**Brief Description:** Provides the total number of Federal System Wage, GS, and professional employees for each bargaining unit.

**Sequence of Data:** Bargaining unit

**Report Updated:** After PINE is executed.

[illegible]

### 33. P0033, Actual Work Force Profile

**Brief Description:** Provides a list of the total number of employees by sex, race and national origin, grade, and age. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Occupational series

**Report Updated:** After PINE is executed.

REPORT ID: P0033													ACTUAL WORK FORCE PROFILE													DATE XX/XX/XX PAGE 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### 34. P0034, Women With Professional Degrees Not In Professional Series

**Brief Description:** Provides a list of women with professional degrees who are not in a professional occupational series.

**Sequence of Data:** Academic discipline code, educational level

**Report Updated:** After PINE is executed.

REPORT ID: CULP0034										WOMEN WITH PROFESSIONAL DEGREES NOT IN PROFESSIONAL SERIES										PAGE 1			
										DATA AS OF XX/XX/XX													
										SENSITIVE PERSONNEL DATA - USE IS RESTRICTED													
AGENCY:										05		AGR. STAB. & CONSERVATION SERV.											
ORG: STRUCTURE LEV2:										04		DEPUTY ADMIN. MANAGEMENT											
ACADEMIC		EDUCATIONAL		ORG		ORG				OCCUPATIONAL													
DISCIPLINE		LEVEL		LEV3		LEV4		LAST NAME		FIRST NAME		SERIES CODE		GRADE		OFFICIAL TITLE OF POSITION							
114		13		04		0003		DOE		JANE		0560		12		BUG ANAL							
114		13		00		0003		JOHNSON		MARY		0334		12		COMPR SPECLST							
2202		17		00		0003		SMITH		JEAN		0334		11		COMPR SPECLST							

### 35. P0035, Age Survey – Permanent Employees

**Brief Description:** Provides a list of the total number of permanent employees within a specific age group.

**Sequence of Data:** Organizational structure

**Report Updated:** After PINE is executed.

[illegible]

### 36. P0036, Distribution Of Potential IPA Candidates

**Brief Description:** Provides the total number of potential Intergovernmental Personnel Act (IPA) candidates within each occupational group in a region.

**Sequence of Data:** Duty station

**Report Updated:** After PINE is executed.

[illegible]

## 37. P0037, Occupational Distribution Of Non-Temp Employees

**Brief Description:** Provides the total number and percentage of nontemporary employees within each grade and sex category.

**Sequence of Data:** Series and grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0037						
OCCUPATIONAL DISTRIBUTION OF NON-TEMP EMPLOYEES						
AS OF XX/XX/XX						
07/30/97 PAGE 1						
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **						
000 - XXXX						
00 - XXXX						
SERIES	GRADE	MALE		FEMALE		TOTAL
		#	%	#	%	
0080 SECUR ADM	12	1	000.0	0	0.0	1
		----	-----	----	-----	-----
SERIES TOTAL		1	000.0	0	0.0	1
0086 SECURITY CLERICAL & ASSISTANCE	4	0	0.0	2	000.0	2
		----	-----	----	-----	-----
SERIES TOTAL		0	0.0	2	000.0	2

## 38. P0038, Advancement Patterns Of Permanent GS & GM Employees

**Brief Description:** Provides a list of the average number of years on the rolls, years in grade, and average age of GS and GM employees within each grade.

**Sequence of Data:** Series and descending grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0038						
ADVANCEMENT PATTERNS OF PERMANENT GS & GM EMPLOYEES						
AS OF XX/XX/XX						
07/30/97 PAGE 1						
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **						
ORG STRUCTURE AGENCY = 00 - XXXX						
ORG STRUCTURE LEV2 = 00 - XXXX						
		AVG #	AVG #			
SERIES	GRADE	CAL YEARS ON ROLLS*	YEARS IN GRADE**	AVG AGE	COUNT	TOTAL
0080 SECUR ADM	12	30.00	11.00	51		1
TOTAL SERIES		30.00	11.00	51		
00086 SECURITY CLERICAL & ASS	04	14.50	.00	40		2
TOTAL SERIES		14.50	.00	40		2
0201 PERSONNEL MANAGEMENT	14	26.00	7.00	51		1
	13	23.33	2.67	51		3
	12	20.50	9.50	43		2
	11	12.33	1.00	39		3
	07	3.00	.00	42		1

## 39. P0039, New Hires And Promotions For Fiscal Year 19XX

**Brief Description:** Provides a list of the total number of permanent GM and GS employees within each grade who were hired or promoted during the fiscal year.

**Sequence of Data:** Organizational structure and grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0039		NEW HIRES AND PROMOTIONS FOR FISCAL YEAR 1997				PAGE	1
		AS OF XX/XX/XX					
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **					
ORG STRUCTURE AGENCY	= XX - XXXXX						
ORG STRUCTURE LEV2	= 01 - XXXX						
ORG STRUCTURE LEV3	= 00 - XXXX						
LEV4	GRADE	NEW HIRES	COMPETITIVE PROMOTIONS	OTHER PROMOTIONS	TOTAL PROMOTIONS		
	06	1					
	14			1	1		
		-----	-----	-----	-----		
4TH LEV TOTALS		1		1	1		
		-----	-----	-----	-----		
ORG STRUCTURE 3RD LEV TOTALS		1		1	1		
		-----	-----	-----	-----		
ORG STRUCTURE 2ND LEV TOTALS		1		1	1		
		-----	-----	-----	-----		

## 40. P0040, Occupational Distribution Of Permanent Employees

**Brief Description:** Provides a list of the total number of permanent full-time, intermittent, and part-time employees in pay plans WG, WL, and WS.

**Sequence of Data:** Series and pay plan

**Report Updated:** After PINE is executed.

REPORT ID: CULP0040										OCCUPATIONAL DISTRIBUTION OF PERMANENT EMPLOYEES										PAGE		1	
										AS OF XX/XX/XX										BY PAY PLAN			
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																							
ORG STRUCTURE AGENCY = XX - XXXX																							
ORG STRUCTURE LEV2 = 00 - XXXX																							
										PAY		WAE AND											
SERIES		PLAN		FULL-TIME		INTERMITTENT		PART-TIME		TOTAL													
				MAL FEM		MAL FEM		MAL FEM															
5703		MOTOR VEHICLE OPERATING		WG		4				4													
				WS		1				1													
												-----											
												OCCUPATIONAL SERIES 5703 TOTAL										5	
6007		MATERIALS HANDLING		WG		4				4													
				WL		1				1													
												-----											
												OCCUPATIONAL SERIES 6007 TOTAL										5	
												-----											
COUNT OF WG, WL, & WS FOR ORG STRUCTURE LEV2										70		TOTAL										00	



## 41. P0041, Occupational Distribution Of Permanent “GS” & “GM” Employees

**Brief Description:** Provides a list of the total number of permanent full-time, intermittent, and part-time employees in pay plans GS and GM within each grade.

**Sequence of Data:** Series and grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0041		OCCUPATIONAL DISTRIBUTION OF PERMANENT YGSY & YGMV EMPLOYEES AS OF XX/XX/XX BY GRADE								DATE 07/30/97 PAGE		1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
ORG STRUCTURE AGENCY = 00 - XXXX												
ORG STRUCTURE LEV2 = 00 - XXXX												
		WAE AND										
SERIES		GRADE	FULL-TIME		INTERMITTENT		PART-TIME				TOTAL	
			MAL	FEM	MAL	FEM	MAL	FEM				
0080	SECUR ADM	12	1								1	
											-----	
0086	SECURITY CLERICAL & ASSI	04		1		1					1	
											-----	
											OCCUPATIONAL SERIES 0080 TOTAL	2
0201	PERSONNEL MANAGEMENT	07		1							1	
		11		3							3	
		12	1			1					2	
		13	3								3	
		14	1								1	

## 42. P0042, Occupational Distribution Of Permanent (GS, GM, WL, WG, WS) Employees

**Brief Description:** Provides a list of the total number of permanent employees within a forest unit in pay plans GS, GM, WL, WG, and WS.

**Sequence of Data:** Series

**Report Updated:** After PINE is executed.

REPORT ID: CULP0042 (FS)		OCCUPATIONAL DISTRIBUTION OF PERMANENT (GS, GM, WL, WG, WS) EMPLOYEES																DATE 07/30/97 PAGE 1	
		WITHIN LEVEL 3 ORG STRUCTURE AS OF XX/XX/XX																	
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																	
ORG STRUCTURE AGENCY = 00 - XXXX																			
ORG STRUCTURE LEV2 = 00 - XXXX																			
SERIES		AN	CL	EL	IN	F	O	R	E	S	T	S	/	U	N	I	T	S	
0080	SECUR ADM			1															TOTAL
0086	SECURITY CLERICAL & ASSI			2															1
0201	PERSONNEL MANAGEMENT			00															2
0203	PERSONNEL CLERICAL AND A	11		11															00
0212	PERSONNEL STAFFING			1															22
0230	EMPLOYEE RELATIONS			3															1
0233	LABOR RELATIONS			1															3
0235	EMPLOYEE DEVELOPMENT			1															1
0260	EQUAL EMPLOYMENT OPPORTU	3																	3
0301	MISCELLANEOUS ADMINISTRA			3															3
0303	MISCELLANEOUS CLERK & AS	17		1															18

## 43. P0043, Roster Of Part-Time Employees

**Brief Description:** Provides a list of part-time employees within a specified organizational structure. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Employee name within each organizational level

**Report Updated:** After PINE is executed.

REPORT ID: CULP0043						ROSTER OF PART-TIME EMPLOYEES						PAGE 2	
						AS OF XX/XX/XX							
AGENCY = 00 - OFFICE OF THE CHIEF FINANCIAL OFFICER						** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
LEV2 = 70 - NATIONAL FINANCE CENTER													
		OCC.		ENT		MGD		HCD		SPEC		ACC	
LEV3	LAST NAME	FIRST NAME	SER.	GR	DT	AGE	CD	CD	CD	T-A	PP/YR	OFFICIAL TITLE	
01	SMITH	WILLIAMS	0343	11	12/02/00	41	E	05	00	01	08-76	MGMT ANAL	
03	WILLIAMSON	ANDREW	0086	04	01/19/97	40	E	05	00	01	24-94	SECUR CLK OA	
03	JOHN	JANE	0544	05	04/27/97	29	C	05	00	01	07-95	TIME & LV CLK OA	
00	ANDREW	WILLIAM	0334	13	04/30/95	34	C	05	00	01	19-86	COMPR SPECLST	
00	ANDREWS	JONES	0334	13	06/05/88	52	E	05	00	01	01-85	COMPR SPECLST	

## 44. P0044, Continuing Employees Eligible For Retirement

**Brief Description:** Provides an alphabetical list of continuing employees eligible for retirement for a calendar year within a specified organizational structure.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0044												CONTINUING EMPLOYEES ELIGIBLE FOR RETIREMENT												DATE XX/XX/XX PAGE 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## 45. P0045, Pay Plan – Grade Summation Report

**Brief Description:** Provides a summary of the total number of employees per pay plan and average grade within an organizational structure.

**Sequence of Data:** Pay plan and descending grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0045		PAY PLAN - GRADE SUMMATION REPORT		DATE 08/13/97 PAGE 1	
		AS OF XX/XX/XX			
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **			
ORG STRUCTURE AGENCY = XX - ALTERNATIVE AGRICULTURE RESEARCH AND COM					
ORG STRUCTURE LEV2 = 1 - XXXX					
ORGANIZATIONAL		COUNT			
STRUCTURE		OF			
LEV3		EMPLOYEES			
		GS			
		15		1	
		14		2	
		13		1	
		09		1	
		06		1	
TOTAL EMPLOYEES FOR PAY PLAN =		6		** AVERAGE GRADE = 11.83	
TOTAL EMPLOYEES FOR ORGANIZATIONAL STRUCTURE 3RD LEV =		6			
TOTAL EMPLOYEES FOR ORGANIZATIONAL STRUCTURE 2ND LEV =		6			
TOTAL EMPLOYEES FOR ORGANIZATIONAL STRUCTURE AGENCY =		6			

## 47. P0049, Audit Trail Of Leave Updates

**Brief Description:** Provides a list by social security number of online updates to leave records. Additional security access is required to generate this report because interface is made with the Time and Attendance Validation System (TIME) database. To obtain access, contact your agency security officer.

**Sequence of Data:** Social security number

**Report Updated:** After PINE is executed.

[illegible]

#### 48. P0050, Firefighter Employees With Mandatory Retirement Eligibility

**Brief Description:** Provides a list of firefighter employees with mandatory retirement eligibility within each regional subunit.

Sequence of Data: Subunit

**Report Updated:** After PINE is executed.

[illegible]

## 49. P0051, Roster Of Employees

**Brief Description:** Provides an alphabetical list of employees and includes position information and official title.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID CULP0051										ROSTER OF EMPLOYEES										XX/XX/XX PAGE 1														
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																																		
ORGANIZATIONAL STRUCTURE AGENCY										XX - ALT. AG. RESEARCH AND COMMER																								
ORGANIZATIONAL-STRUCTURE 2ND-LEVEL										01 - XXXX																								
LAST NAME					FIRST NAME					IP-NO					MR-NO					LEVEL 3					LEVEL 4					OFFICIAL TITLE				
DOE					JANE					XD09955					009955					00					0000					SECRETARY (OA)				
JOHNSON					MARY					X50203A					650203					00					0000					DEPUTY DIRECTOR				
JONES					JAMES					R0005X					R0351					00					0000					PROG ANAL				
SMITH					JANE					R0005X					R0347					00					0000					ADMV OFFCR				
SMITH					MARY					R0113X					R0408					00					0000					SECY OA				
WILLIAMS					MIKE					R0111X					R0395					00					0000					FNANCL ANAL				
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LEV3 00					COUNT					06																								
LEV2 01					COUNT					06																								
AGENCY XX					COUNT					06																								

## 50. P0052, Management Attainment Report

**Brief Description:** Provides the total number and percentages of employees in each race category and national origin. For cooperative employees, see Report P0063. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Organizational structure

**Report Updated:** After PINE is executed.

REPORT ID CULP0052																	MANAGEMENT ATTAINMENT REPORT										PAGE 1	
																	DATA AS OF XX/XX/XX											
AGENCY-CODE:00																	** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
																	ADMINISTRATIVE SERIES NON-WAGE											
																											TOTAL MIN	TOTAL POP
MALE																	FEMALE											
LEV2	LEV3	BLACK	HISP	IND/ ALAS	ASIA/ PACIF	GUAM/ HI/PR	MALE MIN	OTHER MALE	BLACK	HISP	IND/ ALAS	ASIA/ PACIF	GUAM/ HI/PR	FEM MIN	OTHER FEM													
01	00	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1											
PERCENTAGES		.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	000.0%	.0%												
LEVEL-TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1											
PERCENTAGES		.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	000.0%	.0%												

## 51. P0053, Error Analysis By Contact Point

**Brief Description:** Provides a list of employees identifying electronic time and attendance edit errors corrected by NFC during the processing pay period. Additional security is required to generate this report because interface is made with the Time and Attendance Validation System (TIME). To obtain access, contact your agency security officer.

**Sequence of Data:** T&A contact point

**Report Updated:** After Bi-Weekly Examination Analysis and Reporting System (BEAR) is executed.

[illegible]

## 52. P0054, T&A Reject Percentage Report By Contact Point (Cumulative)

<b>Brief Description:</b>	Provides a list of the number of rejected and percentage of transmitted T&A's, and total T&A's. Additional security is required to generate this report because interface is made with TIME. To obtain access, contact your agency security officer.
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**Sequence of Data:** T&A contact point

**Report Updated:** After Time and Attendance Validation System (TIME) is executed.

[illegible]

### 53. P0055, GAO Employee Locator Listing

**Brief Description:** Provides an alphabetical list of employees by building code and contains location data for employees of the General Accounting Office (GAO).

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

#### 54. P0056, Employees With NTE Dates Prior To Requested Date

**Brief Description:** Provides an alphabetical list of employees whose not to exceed (NTE) date expires prior to November 30 of the current year.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

### 55. P0057, Employees Without Service Computation Dates

**Brief Description:** Provides a list of employees with all zeros or all nines in their service computation date (SCD) for leave, retirement, or reduction in force (RIF).

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

### 56. P0058, Positions Titled Supervisory – Coded Nonsupervisory

**Brief Description:** Provides a list of employees with job titled supervisory but not coded as supervisors.

**Sequence of Data:** Series and descending grade

**Report Updated:** After PINE is executed.

[illegible]





## 59. P0061, Thrift Savings Plan Participation By Agency

**Brief Description:** Provides a list of the total number and percentage of employees eligible and participating in the thrift savings, participants' contributions, and agency contributions. For a report sorted by retirement plan and salary range, see Report P0062.

**Sequence of Data:** Retirement plan (FERS/CSRS)

**Report Updated:** After PINE is executed.

REPORT ID: CULP0061		THRIFT SAVINGS PLAN PARTICIPATION BY AGENCY							PAGE 1	
DATE XX/XX/XX		PAY PERIOD 12								
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
PARTICIPANTS										
AGENCY	RET PLAN	EMPLOYEES			OWN		% OF TOTAL		% OF TOTAL	
		ELIGIBLE	PARTCPTG	%	CNTRBTNS	SVNG RATE	BS-PY	CNTRBTNS	BS-PY	TSP FUNDS
AARC	FERS	6	4	66.7	933.92	8.8	8.0	530.88	4.6	1,464.80
	CSRS	1	0	.0	.00	.0	.0	.00	.0	.00
	ALL	7	4	57.1	933.92	8.8	7.1	530.88	4.1	1,464.80
AMS	FERS	1,726	1,169	67.7	005,544.68	6.8	5.6	73,161.79	3.9	178,706.47
	CSRS	1,174	671	57.2	57,274.98	4.5	3.1	.00	.0	57,274.98
	ALL	2,000	1,840	63.4	162,819.66	5.8	4.4	73,161.79	2.0	235,981.45
APHIS	FERS	4,075	2,995	73.5	313,771.49	7.4	6.2	202,004.74	4.0	515,776.23
	CSRS	2,764	1,765	63.9	159,762.27	4.7	3.3	.00	.0	159,762.27
	ALL	6,839	4,760	69.6	473,533.76	6.2	4.7	202,004.74	2.0	675,538.501

## 60. P0062, Report On Thrift Savings Plan Participation

**Brief Description:** Provides a list of the total number and percentage of employees eligible and participating in thrift savings, participants' contributions, and agency contributions. For a report sorted by retirement plan only, see Report P0061.

**Sequence of Data:** Retirement plan and salary range

**Report Updated:** After PINE is executed.

REPORT ON THRIFT SAVINGS PLAN PARTICIPATION											PAGE	1
REPORT ID: CULP0062												
DATE: XX/XX/XX		PAY PERIOD 12										
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
AGENCY: 00												
RET-	SALARY	E M P L O Y E E S			PARTICIPANTS		% OF	AGENCY		% OF	TOTAL	
PLAN	RANGE	ELIGIBLE	PARTICIPTG	%	CNTRBTNS	SVNG	TOTAL	CNTRBTNS	BS-PY	BS-PY	TSP	
FERS	00 - 20K	38	8	21.1	377.67	6.4	2.2	277.02	1.6		654.69	
	20 - 30K	502	300	77.7	23,178.78	6.3	5.1	16,833.47	3.7		40,012.25	
	30 - 40K	86	74	86.0	6,703.00	7.0	6.2	4,516.48	4.2		11,219.48	
	40 - 50K	160	146	91.3	18,769.82	7.6	7.1	11,941.00	4.5		30,700.92	
	00 - 50K	786	618	78.6	49,029.27	6.8	5.8	33,568.07	4.0		82,597.34	
	50K - UP	134	126	94.0	22,597.73	8.3	7.9	13,401.63	4.7		35,999.36	
	-TOTAL	920	744	80.9	71,627.00	7.2	6.4	46,969.70	4.2		118,596.70	
CSRS	20 - 30K	230	121	52.6	4,718.48	3.8	2.2	.00	.0		4,718.48	
	30 - 40K	185	138	74.6	6,798.76	4.0	3.0	.00	.0		6,798.76	
</												



### 63. P0066, Age Survey As Of XX/XX/XX

**Brief Description:** Provides a list of the total number of GS and GM employees within each age group.

**Sequence of Data:** Grade

**Report Updated:** After PINE is executed.

[illegible]

## 64. P0067, Work Force Profile

<b>Brief Description:</b>	Provides a list of the total number of GS and GM employees in professional, administrative, and technical occupational series by race and national origin. For a list sorted by state and series, see Report P0089. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.
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**Sequence of Data:** Grade

**Report Updated:** After PINE is executed.

[illegible]

## 65. P0068, Cooperative Education Employees

**Brief Description:** Provides a list of cooperative education employees who have specific authorization. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Special Employment Programs (PGM) Code

**Report Updated:** After PINE is executed.

REPORT ID CULP0068													
COOPERATIVE EDUCATION EMPLOYEES													
PAGE 1													
DATA AS OF XX/XX/XX													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AGENCY: 00 - OFFICE OF THE CHIEF FINANCIAL OFFICER													
2ND-LEVEL: 00 - XXXX													
LEV3	LAST NAME	FIRST NAME	CSC-AUTH	OCC	SER	GR	ENT-GR-DT	ACC	BLK #55	TTL	TYPE	NTE-DT	SPEC
00	JOHNSON	WILLIAM	REG 531.404		0560	11	08-04-96	8521	-CD	-CD	APPT	00-00-00	PGMS
									Y	1	01		RNO
2ND-LEVEL TOTAL													
NUMBER OF COOPERATIVE EDUCATION EMPLOYEES WITH SPECIAL PROGRAM CODE OF 62													
0													
NUMBER OF HIGH SCHOOL COOPERATIVE EDUCATION EMPLOYEES													
0													
NUMBER OF TWO-YEAR COOPERATIVE EDUCATION EMPLOYEES													
1													
NUMBER OF FOUR-YEAR COOPERATIVE EDUCATION EMPLOYEES													
0													
NUMBER OF GRADUATE COOPERATIVE EDUCATION EMPLOYEES													
0													
AGENCY TOTAL													

## 66. P0069, Cooperative Education And Junior Fellowship Employees

**Brief Description:** Provides a list of cooperative education and junior fellowship employees who have specific OPM authorization. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Special Employment Programs (PGM) Code

**Report Updated:** After PINE is executed.

REPORT ID CULP0069													
COOPERATIVE EDUCATION AND JUNIOR FELLOWSHIP EMPLOYEES													
PAGE 1													
DATA AS OF XX/XX/XX													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AGENCY: 11 - FOREST SERVICE													
2ND-LEVEL: 00 -													
LEV3	LAST NAME	FIRST NAME	CSC-AUTH	OCC	SER	GR	ENT-GR-DT	ACC	BLK #55	TTL	TYPE	NTE-DT	SPEC
03	PATTERSON	SENNEH	SCH B 213.3202(A) HS		0326	04	04-14-97	9309	-CD	-CD	APPT	04-13-98	PGMS
									N	1	09		RNO
2ND-LEVEL TOTAL													
NUMBER OF TWO-YEAR COOPERATIVE EDUCATION EMPLOYEES (SCH B213.3202C)													
0													
NUMBER OF FOUR-YEAR COOPERATIVE EDUCATION EMPLOYEES (SCH B213.3202A)													
1													
NUMBER OF GRADUATE COOPERATIVE EDUCATION EMPLOYEES (SCH B213.3202B)													
0													
NUMBER OF JUNIOR FELLOWSHIP EMPLOYEES (SCH A213.3002Q)													
0													
AGENCY TOTAL													

## 67. P0070, Foreign Service Employees Eligible To Retire Currently

**Brief Description:** Provides a list of foreign service employees eligible to retire currently.

**Sequence of Data:** POI

**Report Updated:** After PINE is executed.

[illegible]

**68. P0071, Foreign Service Employees Eligible To Retire Currently Or Within 1 Year**

**Brief Description:** Provides a list of foreign service employees eligible to retire currently or within 1 year.

**Sequence of Data:** POI

**Report Updated:** After PINE is executed.

[illegible]

## 69. P0072, Foreign Service Employees Eligible To Retire Currently Or Within 2 Years

**Brief Description:** Provides a list of foreign service employees eligible to retire currently or within 2 years.

**Sequence of Data:** POI

**Report Updated:** After PINE is executed.

REPORT ID: CULP0072		FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 2 YEARS										PAGE	1
AS OF XX/XX/XX													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AGENCY 00 - XXXX													
2ND LEV 00 - XXXX													
NAME													
PP-SER-GR	OFFICIAL TITLE		SSN	BIRTH DATE	SCD-RET	OFF	CD	AGE	LOS	LEVELS 2 THRU 8	DUTY STA		
FE-0135-02	SMITH MARY		M 000-00-0000	05/24/36	01/02/61	0000	3	61	36	01-00-0000-00000000	11-0000-001		
	FRGN AGRL AFF OFFCR												
FE-0135-01	JACKSON JANE		E 000-00-0000	06/11/49	00/14/73	0000	3	48	23	01-00-0000-00000000	11-0000-001		
	FRGN AGRL AFF OFFCR												
TOTAL EMPLOYEES FOR LEVEL 2			2										

## 70. P0073, Foreign Service Employees Eligible To Retire Currently Or Within 3 Years

**Brief Description:** Provides a list of foreign service employees eligible to retire currently or within 3 years.

**Sequence of Data:** POI

**Report Updated:** After PINE is executed.

REPORT ID: CULP0073														FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 3 YEARS										PAGE		1	
														AS OF XX/XX/XX													
														** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
														AGENCY 00 - XXXX													
														2ND LEV 00 - XXXX													
														NAME													
PP-SER-GR		OFFICIAL TITLE				SSN				BIRTH DATE		SCD-RET		OFF		EMP		RT		CURRENT		ORG-STRUCTURE					
FE-0135-02		SMITH JOHN				M 000-00-0000				05/24/36		01/02/61		0000		3		61		36		01-00-0000-00000000 11-0000-001					
		FRGN AGRL AFF OFFCR																									
FE-0135-01		DOE JANE				E 000-00-0000				06/11/49		00/14/73		0000		3		48		23		01-00-0000-00000000 11-0000-001					
		FRGN AGRL AFF OFFCR																									
		TOTAL EMPLOYEES FOR LEVEL 2								2																	

## 71. P0074, Foreign Service Employees Eligible To Retire Currently Or Within 4 Years

**Brief Description:** Provides a list of foreign service employees eligible to retire currently or within 4 years.

**Sequence of Data:** POI

**Report Updated:** After PINE is executed.

REPORT ID: CULP0074		FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 4 YEARS										PAGE	1
AS OF XX/XX/XX													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AGENCY 00 - XXXX													
2ND LEV 00 - XXXX													
NAME													
PP-SER-GR	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	OFF	CD	AGE	LOS	LEVELS 2 THRU 8	DUTY STA			
FE-0135-02	SMITH JOHN	G 000-00-0000	05/24/36	01/02/61	0000	3	61	36	01-00-0000-00000000	11-0000-001			
FRGN AGRL AFF OFFCR													
FE-0135-01	DOE JANE	T 000-00-0000	06/11/49	00/14/73	0000	3	48	23	01-00-0000-00000000	11-0000-001			
FRGN AGRL AFF OFFCR													
TOTAL EMPLOYEES FOR LEVEL 2		2											

## 72. P0075, Foreign Service Employees Eligible To Retire Currently Or Within 5 Years

**Brief Description:** Provides a list of foreign service employees eligible to retire currently or within 5 years.

**Sequence of Data:** POI

**Report Updated:** After PINE is executed.

REPORT ID: CULP0075		FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY OR WITHIN 5 YEARS										PAGE	1
AS OF XX/XX/XX													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AGENCY 00 - XXXX													
2ND LEV 00 - XXXX													
NAME													
PP-SER-GR	OFFICIAL TITLE	SSN	BIRTH DATE	SCD-RET	OFF	RT	CURRENT	ORG-STRUCTURE					
FE-0135-02	DMITH JOHN	R 000-00-0000	05/24/36	01/02/61	0000	CD 3	AGE 61 LOS 36	LEVELS 2 THRU 8	DUTY STA 11-0000-001				
FRGN AGRL AFF OFFCR													
FE-0135-01	DOE JANE	U 000-00-0000	06/11/49	00/14/73	0000	3	48 23	01-00-0000-00000000	11-0000-001				
FRGN AGRL AFF OFFCR													
TOTAL EMPLOYEES FOR LEVEL 2		2											



## 73. P0076, Percentage Of Foreign Service Employees Eligible To Retire Within The Next Five Years

**Brief Description:** Provides a list of the total number and percentage of foreign service employees eligible to retire within the next 5 years.

**Sequence of Data:** Series and grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0076											PERCENTAGE OF FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE											PAGE 1										
											WITHIN THE NEXT FIVE YEARS																					
											EMPLOYMENT AS OF XX/XX/XX											** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
											AGENCY 00																					
TOTAL UNDER		CURRENTLY		CURRENTLY		CURRENTLY		CURRENTLY		CURRENTLY		CURRENTLY		CURRENTLY		CURRENTLY		CURRENTLY		CURRENTLY		CURRENTLY										
SER-GR	CS RET	ELIGIBLE		OR WITHIN		OR WITHIN		OR WITHIN		OR WITHIN		OR WITHIN		OR WITHIN		OR WITHIN		OR WITHIN		OR WITHIN		OR WITHIN										
		NO	%	1 YEAR	%	2 YEARS	%	3 YEARS	%	4 YEARS	%	5 YEARS	%																			
SERIES 0135																																
0135-01	25	5	20.00	5	20.00	5	20.00	5	20.00	7	28.00	9	36.00																			
0135-02	25	4	16.00	5	20.00	6	24.00	6	24.00	9	36.00	11	44.00																			
0135-03	9	1	11.11	1	11.11	1	11.11	1	11.11	2	22.22	3	33.33																			
TOTAL	59	9	15.25	11	18.64	12	20.34	12	20.34	18	30.51	23	38.98																			
SERIES 0318																																
0318-05	2							1	50.00	1	50.00	1	50.00																			
TOTAL	2							1	50.00	1	50.00	1	50.00																			
AGENCY WIDE	61	9	14.75	11	18.03	12	19.67	13	21.31	19	31.15	24	39.34																			

## 74. P0077, Percentage Of Foreign Service Employees Eligible To Retire Within The Next Five Years

**Brief Description:** Provides a list of the total number and percentage of foreign service employees eligible to retire within the next 5 years.

**Sequence of Data:** Pay plan

**Report Updated:** After PINE is executed.

REPORT ID: CULP0077												PERCENTAGE OF FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE												PAGE				1	
												WITHIN THE NEXT FIVE YEARS																	
												EMPLOYMENT AS OF XX/XX/XX																	
												AGENCY 00																	
		TOTAL UNDER		CURRENTLY		CURRENTLY OR WITHIN		CURRENTLY OR WITHIN		CURRENTLY OR WITHIN		CURRENTLY OR WITHIN		CURRENTLY OR WITHIN		CURRENTLY OR WITHIN													
PP-GR		CS RET		ELIGIBLE		1 YEAR		2 YEARS		3 YEARS		4 YEARS		5 YEARS															
				NO %		NO %		NO %		NO %		NO %		NO %															
PAY PLAN FE																													
FE-01		1																											
FE-02		9		2 22.22		3 33.33		3 33.33		3 33.33		5 55.56		7 77.78															
FE-03		7				1 14.29		1 14.29		1 14.29		2 28.57		3 42.86															
TOTAL		17		2 11.76		4 23.53		4 23.53		4 23.53		7 41.18		00 58.82															
PAY PLAN FO																													
FO-01		24		5 20.83		5 20.83		5 20.83		5 20.83		7 29.17		9 37.50															
FO-02		16		2 12.50		2 12.50		3 18.75		3 18.75		4 25.00		4 25.00															
FO-03		2																											
TOTAL		42		7 16.67		7 16.67		8 19.05		8 19.05		11 26.19		13 30.95															
PAY PLAN FP																													
FP-05		2								1 50.00		1 50.00		1 50.00															
TOTAL		2								1 50.00		1 50.00		1 50.00															
AGENCY WIDE		61		9 14.75		11 18.03		12 19.67		13 21.31		19 31.15		24 39.34															

## 75. P0078, Location Of PFT Engineering Employees In Selected Occupational Series

**Brief Description:** Provides a list of the total number of Permanent Full Time (PFT) engineering employees in occupational series 0802, 0809, or 0800.

**Sequence of Data:** Series

**Report Updated:** After PINE is executed.

REPORT ID CULP0078 LOCATION OF PFT ENGINEERING EMPLOYEES IN SELECTED OCCUPATIONAL SERIES												PAGE 1
GRADE 3-12												
DATA AS OF XX/XX/X ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
AGENCY: 02 - AGRICULTURAL MARKETING SERVICE												
2ND-LEVEL: 08 - XXXX												
OCC		GR	GR	GR	GR	GR	GR	GR	GR	GR		
SER	LEV3	03	04	05	06	07	08	09	00	11	12	TOT
0800												
	45										1	1
		----	----	----	----	----	----	----	----	----	----	----
	TOTALS										1	1

## 76. P0079, Minorities And Women In Professional Engineering Positions

**Brief Description:** Provides an alphabetical list of minorities and women in professional engineering positions. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Descending grade

**Report Updated:** After PINE is executed.

REPORT ID CULP0079 MINORITIES AND WOMEN IN PROFESSIONAL ENGINEERING POSITIONS										PAGE 1
PFT, PPT, AND PWAE EMPLOYEES										
DATA AS OF XX/XX/XX										
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **										
ORG-STRUCTURE-CODE-AGENCY : 11 FOREST SERVICE										
ORG-STRUCTURE-CODE-2ND-LEV : 00 XXXXXXXX #REGION1#										
	LEV-3	LEV-4	LAST NAME	FIRST NAME	OCC.	GR	RNO	TTL		
	00	0005	SMITHS	JOHNS	0800	14	A	M		
	00	0005	ANDREW	JONSON	0800	13	E	F		
	00	0005	DOE	ANDREW	0808	13	B	M		
	00	0005	DOE	JONES	0819	12	E	F		
	00	0005	JONE	WILLIAM	0808	12	D	M		
	00	0005	WILLIAMSON	ANDREW	1370	12	A	M		

## 77. P0080, Active Employees Eligible For Horse Allowance

**Brief Description:** Provides an alphabetical list of employees eligible and receiving horse allowance with other pertinent personnel information.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0080												ACTIVE EMPLOYEES ELIGIBLE FOR HORSE ALLOWANCE												PAGE		1			
AS OF XX/XX/XX																													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																													
LAST NAME		FIRST NAME		M		SOC.		SEC.		NUM		PAY		GRD		OCCUP		ORGANIZATIONAL		-----		DUTY STATION		-----		TYPE		HORSE	
				I								PLAN				SERIES		STRUCTURE		CITY NAME		STATE		OF		ALLOWANCE			
																CODE		CODES				ABBR.		EMPLOYMENT		AMOUNT			
JOHNS		ANDREW		A		000-00-0000		GS		00		0704		34-50-31-0021-20050000		LAREDO				TX		FULL TIME		161.33					
SMITH		JON				000-00-0000		GS		08		0704		34-50-31-0021-20030000		RIO GRANDE CITY				TX		FULL TIME		161.33					
WILLIAMS		ANDREWS		F		000-00-0000		GS		08		0704		34-50-31-0021-20040000		ZAPATA				TX		FULL TIME		161.33					
WILLIAMS		JANE		A		000-00-0000		GS		08		0704		34-50-31-0021-20020000		MISSION				TX		FULL TIME		161.33					
</																													

## 78. P0081, Permanent Women Foresters In North Reg "Region X"

**Brief Description:** Provides a list of women foresters in each region with other pertinent personnel information.

**Sequence of Data:** Organizational structure

**Report Updated:** After PINE is executed.

REPORT ID CULP0081												PERMANENT WOMEN FORESTERS IN NORTH REG #REGION1#												PAGE 1	
														DATA AS OF XX/XX/XX											
														** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
														ENTERED											
LEV3	LEV4	FIRST NAME	I	LAST NAME	OFFICIAL TITLE	GRADE	CURRENT GRADE	ACCESSION DATE	EDUCATION LEVEL*	INSTRUCTIONAL PROGRAM	DEGREE YEAR														
00	0011	ANDREW	A	SMITHS	FORSTR	12	09/06/92	8012	13	030501	82														
00	0011	JANE	F	WILLIAMSON	FORSTR	12	02/21/93	0011	21	030501	00														
TOTAL NUMBER OF WOMEN FORESTERS IN UNIT					00	2																			
* 13 = BA																									
17 = MA																									
21 = PHD																									

## 79. P0082, Employee Roster — Labor Relations Codes — Including Temporaries

**Brief Description:** Provides a list of employees and their labor relations code within a specific organizational structure and pay plan.

**Sequence of Data:** Descending grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0082		EMPLOYEE ROSTER -- LABOR-RELATIONS CODES -- 005MISCELLANEOUS					PAGE		1
INCLUDING TEMPORARIES									
AS OF XX/XX/XX									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
AGENCY 00 - OFF OF THE CHIEF FINANCL OFFCR									
ORG LOCATION						BUS		PATCO	
LEV3-8	PP-SERIES-GR	OFFICIAL TITLE	IP-NO	LAST NAME	FIRST NAME	CODE	SPV	CODE	
00-0000-00000000	EG--0301--15	CONSULTANT	00000	JONSON	WILLIAMSON	8888	8	A	
00-0000-00000000	GS--0343--15	PROG ANAL	00000	SMITH	ANDREW	8888	8	A	
00-0000-00000000	GS--0318--11	SECY OA	00000	SMITHS	ANDRE	8888	8	C	
00-0000-00000000	GS--0318--00	SECRETARY STENO OA	00000	WILLKS	ANDREW	7777	8	C	
TOTAL EMPLOYEES FOR LEVEL-4			4						
TOTAL EMPLOYEES FOR LEVEL-3			4						
TOTAL EMPLOYEES FOR LEVEL-2		01	4						

## 80. P0084, Roster Of Merit Pay Employees – Regional Office

**Brief Description:** Provides a list of Forest Service regional office merit pay employees with a grade 13 or above.

**Sequence of Data:** Organizational structure and descending grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0084		ROSTER OF MERIT PAY EMPLOYEES -- REGIONAL OFFICE							PAGE 1	
		DATA AS OF XX/XX/XX								
		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **								
AGENCY:		DB - OFF OF SMALL & DISADV BUS UTIL								
LEVEL-2:		01 - XXXX								
LEV3	LEV4	LAST NAME	FIRST NAME	SS #	PAY PLAN	GRADE	STEP	SALARY	SUPV-POS	EMP-OFF
00	0000	SMITH	JOHN	000000000	GM	15	00	86059.00	5	0000
00	0000	WILLIAMS	JANE	000000000	GM	14	00	75207.00	5	0000
LEV3 TOTAL COUNT		2								
LEV2 TOTAL COUNT		2								
REGIONAL OFFICE TOTAL COUNT		2								



### 83. P0087, Alphabetic Roster Of Employees

**Brief Description:** Provides an alphabetical list of employees with pertinent personnel information.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

#### 84. P0088, Roster Of Employees In SSN Sequence

**Brief Description:** Provides a list of employees with pertinent personnel information.

**Sequence of Data:** Social security number

**Report Updated:** After PINE is executed.

[illegible]



## 87. P0091, Position Review List

**Brief Description:** Provides a list of employee names and official titles within a specific duty station.

**Sequence of Data:** Organizational structure

**Report Updated:** After PINE is executed.

REPORT ID: CULP0091									
POSITION REVIEW LIST AS OF XX/XX/XX									
PAGE 1									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
AGENCY 00		OFFICE OF THE CHIEF FINANCL OFFCR						MNGR/SUPVR DATA	
ORG LEVEL 2 01		CHIEF FINANCIAL OFFICER						DUTIES JOB DESC	
ORG LEVEL 3 00								EFF ORG ACCURATE	
ORG LEVEL 4 0000									
IP NO	MR NO	LAST NAME	F I	OFFICIAL TITLE	OCC PP SER GR	DUTY STATION CITY	ST	YES NO	REMARKS
001HQ	F00995	SMITH	M	PROG ANAL	GS 0343 15	WASHINGTON	DC	:	:
001HQ	F00023	SMITHS	N	SECY OA	GS 0318 11	WASHINGTON	DC	:	:
001HQ	F00295	ANDREW	E	CONSULTANT	EG 0301 15	WASHINGTON	DC	:	:
ORG LEVEL 3 0000		COUNT	3						
ORG LEVEL 3 00		COUNT	3						
ORG LEVEL 2 01		COUNT	3						

## 88. P0092, New Career Appointments

**Brief Description:** Provides an alphabetical list of new career appointments for a fiscal year. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Organizational structure and descending grade

**Report Updated:** After PINE is executed.

REPORT ID CULP0092									
NEW CAREER APPOINTMENTS -- NATIONAL FINANCE CENTER -- FY 96									
PAGE 3									
DATA AS OF XX/XX/XX									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
AGENCY: 00		OFFICE OF THE CHIEF FINANCIAL							
LEVEL2: 70		NATIONAL FINANCE CENTER							
LEV3	LEV4	FIRST NAME	LAST NAME	OCC. PP SER. GR	ENTERED CURRENT GRADE	TA CD	TOT FED SVC	YR PP HIRED	IP NO. MR-NO.
03	0000	JONES	WILLIAM JR	GS 1800 12	04/27/97	1	22	9521	00000000 I00000
03	0000	SMITHS	WILLIAMS	GS 0203 06	04/27/97	1	00	9603	00000000 S00000
		EMP DVLPMT ASST OA							
		COUNT 2							
03	0020	JOHN	JOHNSTON	GS 0343 09	09/14/97	2	01	9619	00000000 S00000
03	0020	SMITH	ANDRE	GS 0343 09	09/28/97	2	01	9620	00000000 S00000
		PROG ANAL							
		COUNT 2							



## 89. P0094, Supervisory Employee Listing

**Brief Description:** Provides an alphabetical list of supervisory employees with organizational structure and supervisory codes.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

## 90. P0095, Soil Scientists, Hydrologists And Geologists

**Brief Description:** Provides a list of soil scientists, hydrologists, and geologists.

**Sequence of Data:** Organizational structure

**Report Updated:** After PINE is executed.

[illegible]

## 91. P0096, Time In Grade Comparison

**Brief Description:** Provides the number of employees in each years-in-grade category within each occupational series.

**Sequence of Data:** Grade

**Report Updated:** After PINE is executed.

[illegible]

**92. P0098, Worksheet For Permanent Two-Grade Interval Employees Recruited In Fiscal Year 19XX**

**Brief Description:** Provides a list of new permanent two-grade interval employees within a selected fiscal year with effective date and PATCO Code. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Descending grade

**Report Updated:** After PINE is executed.

[illegible]

### 93. P0099, Error Analysis For T&A Processing

**Brief Description:** Provides a list of T&A's with missing personnel actions which require an action to be taken by the personnel office before the T&A can process. Additional security is required to generate this report because interface is made with the Time and Attendance Validation System (TIME). To obtain access, contact your agency security officer.

**Sequence of Data:** T&A contact point

**Report Updated:** After Time and Attendance Validation System (TIME) is executed.

[illegible]

#### 94. P0100, Current Employees Use Of Official Time For Union Business

**Brief Description:** Provides an alphabetical list of employees with pay transaction codes 35, 36, 37, and 38 and includes the number of accumulated hours for a specific pay period of each employee.

**Sequence of Data:** Employee name

**Report Updated:** After Bi-Weekly Examination Analysis and Reporting System (BEAR) is executed.

[illegible]

## 95. P0101, Mailing List Of Residence Addresses

**Brief Description:** Provides a list of employees and their residence addresses.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

## 96. P0102, Statistical Separation Report

**Brief Description:** Provides a list of the number of separations within a specific occupational series by state and includes the reason for the separation.

**Sequence of Data:** Descending grade

**Report Updated:** After PINE is executed.

[illegible]

## 97. P0103, List Of Position Numbers

**Brief Description:** Provides a list of employees' position numbers and other pertinent personnel information.

**Sequence of Data:** Pay plan and grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0103															LIST OF POSITION NUMBERS AS OF XX/XX/XX															PAGE 1																												
OFF OF THE CHIEF FNANCL OFFCR																																																										
CHIEF FINANCIAL OFFICER																																																										
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																																																										
ORG LEVEL 3 00																																																										
ORG LEVEL 4 0000																																																										
OCC																																																										
PP SER					GR					IP NO.					MR NO.					SSN					LAST NAME										OFFICIAL TITLE										FLS		BUS		SPV		POS SEN		T-A		DUTY CITY		STATION STATE	
ES 0505					06					00000					S00000					000-00-0000					SMITH										DEPUTY CH FINANCIAL OFCR										E		8888		2		3N		01		0000		DC	
GS 0343					15					00000					F00000					000-00-0000					JONES										PROG ANAL										E		8888		8		1N		01		0000		DC	

99. P0105, List Of Employees With Incorrect FLSA Codes

**Brief Description:** Provides an alphabetical list of employees with incorrect Fair Labor Standards Act codes.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID		CULP0105		LIST OF EMPLOYEES WITH INCORRECT FLSA CODES						PAGE		1					
AS OF XX/XX/XX																	
AGENCY:		FA		-		FARM SERVICE AGENCY				** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
ORG LEVEL 2:		05		-		XXXXXX											
ORG LEVEL 3:		04		-		XXXXX											
ORG LEVEL 4:		0000		-		XXXXXXXX											
LAST NAME		FIRST NAME		MI		OFFICIAL TITLE		FLSA		PAY PLAN		OCC SER		GRADE		MR NO.	
SMITHS JR		JOHN		F		SUPVY SUPRT SRVCS ASST		N		GS		0303		07		30361	
ORG LEVEL 4:		0007		COUNT		1											
ORG LEVEL 3:		04		COUNT		1											
ORG LEVEL 2:		05		COUNT		01											
AGENCY:		FA		COUNT		001											

## 101. P0107, Work Force Profile By Organizational Structure

<b>Brief Description:</b>	Provides a list of the number of employees within each race and national origin. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.
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**Sequence of Data:** Series and descending grade

**Report Updated:** After PINE is executed.

[illegible]

## 102. P0108, Employment Summary

**Brief Description:** Provides the number of permanent full-time, part-time, and other types of employees in active and non-duty status. The report also provides the ceiling and non-ceiling count.

**Sequence of Data:** Agency name

**Report Updated:** After PINE is executed.

[illegible]

### 103. P0109, Employment Of Veterans

**Brief Description:** Provides a list of the total number and percentage of veterans employed in the following categories: All Veterans, Vietnam Era Veterans, Compensable Disability Veterans, and Veterans Readjustment Appointments.

**Sequence of Data:** Agency name

**Report Updated:** After PINE is executed.

[illegible]

**104. P0110, Years Of Service At The End Of Current Year 19XX For Purposes Of Retirement Eligibility**

**Brief Description:** Provides a list of the number of career and career conditional employees in each service year range.

**Sequence of Data:** Organizational structure and series

**Report Updated:** After PINE is executed.

[illegible]



### 105. P0111, Employee Listing Within Organizational Structure

**Brief Description:** Provides a list of employees within a specific organizational structure.

**Sequence of Data:** Pay plan and descending grade

**Report Updated:** After PINE is executed.

[illegible]

## 106. P0112, Minority Employment By Organization

<b>Brief Description:</b>	Provides a list of the number and percentage of male and female employees within each race and national origin. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.
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**Sequence of Data:** Agency code

**Report Updated:** After PINE is executed.

[illegible]

**107. P0113, Permanent Workforce – Analysis Of Work Force: White Collar (GS, GM, SES and All Other)**

<b>Brief Description:</b>	Provides a list of the number and percentage of white collar employees. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer. This report is also system generated and mailed to the users upon request. For information about requesting this report, see Title I, Chapter 20, Section 5, Payroll/Personnel Output procedure.
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**Sequence of Data:** Handicap category

**Report Updated:** After PINE is executed.

[illegible]

## 108. P0114, Employment Statistics By Sex

**Brief Description:** Provides a list of the total number, percentage, and average grade of male and female employees.

**Sequence of Data:** Agency and pay plan

**Report Updated:** After PINE is executed.

REPORT ID CULP0114				U S D A				PAGE 1	
EMPLOYMENT STATISTICS BY SEX									
DATA AS OF XX/XX/XX									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
MALE EMPLOYMENT						FEMALE EMPLOYMENT			
AGENCY	TOTAL	PAY	AVERAGE						
AARC	EMPLOYMENT	PLAN	GRADE	TOTAL	%	AVERAGE GRADE	TOTAL	%	AVERAGE GRADE
	01	GS	06	0	.0%	00	01	000.0%	06
	01	GS	07	0	.0%	00	01	000.0%	07
	01	GS	11	1	000.0%	11	00	.0%	00
	01	GS	11	0	.0%	00	01	000.0%	11

## 109. P0115, Listing Of Non-GM Employees (Performance Rating Data)

**Brief Description:** Provides a list of the dates of non-GM employees' performance ratings.

**Sequence of Data:** Pay plan and descending grade

**Report Updated:** After PINE is executed.

REPORT ID CULP0115		LISTING OF NON-GM EMPLOYEES (PERFORMANCE RATING DATA)							PAGE 1	
DATE XX/XX/XX		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **								
		AGENCY	00 - OFF OF THE CHIEF FNANCL OFFCR							
		LEVEL 2	01 - CHIEF FINANCIAL OFFICER							
		LEVEL 3	00 -							
		LEVEL 4	0000 -							
SSN	LAST NAME	FIRST NAME	M	PAY	OCC	GRADE/	ORG LEVELS	PERFORMANCE	ENDING DATE OF	
			I	PLAN	SERIES	STEP	5-8	RATING	RATING PERIOD	
000-00-0000	JONSON	JOHNSTONS	D	EG	0301	15/00	00-00-00-00	FS	11/15/92	
000-00-0000	SMITH	ANDREW	A	GS	0343	15/03	00-00-00-00	S	09/30/96	
000-00-0000	SMITHS	JOHNS	L	GS	0318	11/09	00-00-00-00	O	09/30/96	
							TOTAL LEVEL 4	0000	3	
							TOTAL LEVEL 3	00	3	
							TOTAL LEVEL 2	01	3	



## 111. P0117, Permanent Workforce – Analysis Of Work Force: Federal Wage System

<b>Brief Description:</b>	Provides a list of the number and percentage of Federal Wage System employees. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer. This report is also system generated and mailed to the users upon request. For information about requesting this report, see Title I, Chapter 20, Section 5, Payroll/Personnel Output procedure.
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**Sequence of Data:** Handicap category

**Report Updated:** After PINE is executed.

[illegible]

## 112. P0118, NAC&I Follow Up Worksheet

**Brief Description:** Provides an alphabetical list of employees, nature of action code, and effective date of accessions for the current pay period. The report could be used as a National Agency Check & Inquiry (NAC&I) follow up worksheet for security purposes.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

### 113. P0119, Employee Listing By Merit Pay Pool Number

**Brief Description:** Provides an alphabetical list of employees within a specific merit pay pool.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

### 114. P0120, Employee Distribution Report

**Brief Description:** Provides the total number of full-time and part-time employees in each organizational structure level.

**Sequence of Data:** Pay plan

**Report Updated:** After PINE is executed.

[illegible]

### 115. P0121, Report Of Accessions — Monthly

<b>Brief Description:</b>	Provides a list of new employees within a specific month and organizational structure. The report is a counterpart of Report Number P0150 except sensitive data, age and RNO code, are included. It also provides an Account Nature of Action (Acc NOA) column which identifies the NOA code used on the accession personnel action that was processed for an employee. It contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.
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**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]





### 118. P0124, Seniority Listing

**Brief Description:** Provides a list of employees by tenure based on pay plan, grade, and date entered present grade. For a list sorted by accession date, see Report P0090

**Sequence of Data:** Descending grade

**Report Updated:** After PINE is executed.

[illegible]

## 119. P0125, Permanent Workforce – Analysis Of Work Force: Types Of Occupations

<b>Brief Description:</b>	Provides a list of the number and percentage of all permanent employees. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer. This report is also system generated and mailed to users upon request. For information about requesting this report, see Title I, Chapter 20, Section 5, Payroll/Personnel Output procedure.
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**Sequence of Data:** Handicap category

**Report Updated:** After PINE is executed.

[illegible]

## 120. P0126, Position Locations By Series And Grade

**Brief Description:** Provides an alphabetical list of employees with official title and duty station.

**Sequence of Data:** Series and descending grade

**Report Updated:** After PINE is executed.

REPORT ID	CULP0126		POSITION LOCATIONS BY SERIES AND GRADE				PAGE	1
AS OF XX/XX/XX								
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **								
AGENCY: XX XXXX								
SERIES	PAY PLAN	GRADE	LAST NAME	FIRST NAME	OFFICIAL TITLE	DUTY STATION CITY	ST	
0318	GS	09	JOHNSON	JANE	SECRETARY (OA)	WASHINGTON	DC	
0318	GS	06	WILLIAMS	JOHN	SECY OA	WASHINGTON	DC	
SERIES TOTAL		2						
0341	GS	13	SMITH	WILLIAM	ADMV OFFCR	WASHINGTON	DC	
SERIES TOTAL		1						
0343	GS	14	SMITH	JOHN	PROG ANAL	WASHINGTON	DC	
SERIES TOTAL		1						
0401	GS	15	DOE	JACK	DEPUTY DIRECTOR	WASHINGTON	DC	
SERIES TOTAL		1						
1160	GS	14	JONES	MARY	FNANCL ANAL	WASHINGTON	DC	
SERIES TOTAL		1						
AGENCY TOTAL		6						

## 121. P0127, Overdue Performance Appraisals For Non-Merit Pay Employees

**Brief Description:** Provides a list of employees with overdue performance appraisals within an occupational series excluding employees in pay plan ES or GM and tenure group of "0". This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Series and descending grade

**Report Updated:** After PINE is executed.

REPORT ID CULP0127										U.S. DEPARTMENT OF AGRICULTURE										PAGE		3							
AS OF XX/XX/XX										OVERDUE PERFORMANCE APPRAISALS FOR NON-MERIT PAY EMPLOYEES																			
AGENCY 00 - OFF OF THE CHIEF FNANCL OFFCR																				** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
LEVEL 2 70 - NATIONAL FINANCE CENTER																													
LEVEL 3 03 - XXXX STAFF																													
LEVEL 4 0000 - XXXX OFF																													
SSN										EMPLOYEE NAME										PAY		OCC		GRADE/		PERFORMANCE		ENDING DATE OF	
LAST										FIRST										PLAN		SERIES		STEP		RATING		RATING PERIOD	
000-00-0000										SMITHS WILLIAM										GS		0201		12/06		S		09/30/XX	
000-00-0000										WILLIAMS JONSON										GS		0201		11/05		S		09/30/XX	
000-00-0000										ANDREW JOHNS										GS		0203		07/08		FS		09/30/XX	
000-00-0000										JOHNSON ANDREW										GS		0203		07/04		FS		09/30/XX	
000-00-0000										WILLIAMS JOHNSTON										GS		0203		06/09		S		09/30/XX	

## 122. P0128, Unsatisfactory Performance Appraisals For Ratings – Non-Merit Pay Employees

**Brief Description:** Provides a list of employees with unsatisfactory performance ratings, excluding pay plans ES and GM.

**Sequence of Data:** Series and descending grade

**Report Updated:** After PINE is executed.

[illegible]

### 123. P0129, Employees On Grade Retention

**Brief Description:** Provides a list of employees in grade retention with a pay rate determinant code of A, B, E, F, U, or V.

**Sequence of Data:** Pay rate determinant code

**Report Updated:** After PINE is executed.

[illegible]

## 124. P0130, Employees On Pay Retention

**Brief Description:** Provides a list of employees in grade retention with a pay rate determinant code of J, K, or R.

**Sequence of Data:** Pay rate determinant code

**Report Updated:** After PINE is executed.

[illegible]

### 125. P0131, Employees With Pay Rate Determinant Code

**Brief Description:** Provides a list of employees with a pay rate determinant code not equal to zero.

**Sequence of Data:** Pay rate determinant code

**Report Updated:** After PINE is executed.

[illegible]

**126. P0132, Specific Pay Rate Determinant Code**

**Brief Description:** Provides a list of employees for a specific pay rate determinant code.

**Sequence of Data:** Pay rate determinant code

**Report Updated:** After PINE is executed.

[illegible]

**127. P0133, Master Record Number By Series And Grade For Permanent Full Time Employees**

**Brief Description:** Provides a list of the number of permanent full-time employees within each master record number.

**Sequence of Data:** Descending grade

**Report Updated:** After PINE is executed.

[illegible]



## 130. P0136, Supervisory Code And Average Grade Report For Permanent Full Time And Permanent Part Time Employees

**Brief Description:** Provides a list of the number of permanent full-time and part-time employees within each supervisory code.

**Sequence of Data:** Pay plan and descending grade

**Report Updated:** After PINE is executed.

REPORT ID CULP0136		SUPERVISORY CODE AND AVERAGE GRADE REPORT				PAGE 1							
DATE PREPARED: XX/XX/XX		FOR PERMANENT FULL TIME AND PERMANENT PART TIME EMPLOYEES											
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AGENCY: XX - ALT. AG. RESEARCH AND COMMERC													
PAY-PLAN -	SUPERVISORY CODE		PERMANENT		TOTAL								
GRADE	2	4	5	6	OTH	FULL-TIME	PART-TIME						
GS 15			1			1							
GS 14					2	2							
GS 13					1	1							
GS 09					1	1							
GS 06					1	1							
TOTAL			1	5		6							
AVERAGE GRADE:						11.83	00.00						

## 131. P0137, Employees With Appointment Limitations

**Brief Description:** Provides an alphabetical list of employees with monetary, hour, and day appointment limitations.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID CULP0137		EMPLOYEES WITH APPOINTMENT LIMITATIONS				PAGE 9							
		AS OF XX/XX/XX											
AGENCY: PA - POLICY ANALYSIS & COORD CTR													
ORG LEVEL-2: 30 - XXXXXXXX													
ORG LEVEL-3: 30 - XXXX STAFF													
ORG LEVEL-4: 0000 -													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
LAST NAME	FIRST NAME	MI	SSNO	APPOINTMENT AUTHORITY	DOLLARS	APPT LIM BALANCE HOURS	SERVICE NTE YR DATE DATE						
DOE	JANE	M	000-00-0000	SCH A213.3002G	5,667.49	.00	.00 08/17/96 00/00/00						
JOHNSON	MARY	L	000-00-0000	SCH A213.3002G	5,666.82	.00	.00 08/17/96 00/00/00						
JONES	ANDREW	L	000-00-0000	SCH A213.3002G	6,134.00	.00	.00 06/06/97 00/00/00						
ORG-LEVL-4 TOTAL		3											
ORG-LEVL-3 TOTAL		3											
ORG-LEVL-2 TOTAL		3											
AGENCY TOTAL		3											



### 132. P0138, Listing Of Intermittent Employees

**Brief Description:** Provides an alphabetical list of intermittent employees by duty station.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

### 133. P0139, Employee Listing

**Brief Description:** Provides a list of employees with pertinent personnel information.

**Sequence of Data:** Pay plan and descending grade

**Report Updated:** After PINE is executed.

[illegible]

## 134. P0140, Absolute Retention Standing

**Brief Description:** Provides a four section report. The first three sections are (1) permanent full-time, (2) permanent part-time, (3) excepted employees (**Figure 1**). Each section includes the employee's performance appraisal, official title, pay plan, series and grade, organizational structure, and veterans preference code. The fourth section is temporary employees (**Figure 2**) and includes the employee's official title, pay plan, series, grade, and organizational structure. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Sub group and service computation date

**Report Updated:** After PINE is executed.

REPORT ID: CULP0140			PERMANENT FULL-TIME EMPLOYEES							PAGE 3	
DATE XX/XX/XX			ABSOLUTE RETENTION STANDING								
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AGENCY : 00											
EMP-OFFICE: 0000											
SUB	SCD			LOS	BIRTH	PERF		SERIES/	ORG-STR	VET	
GROUP	RIF	EMPLOYEE NAME	AGE	YR-MO	DATE	APPR	OFFICIAL TITLE	PP	GRADE (2-4)	PRF	
II AD	08-07-00	ANDREWS WILLIAM	33	02-02	07-11-64	S	STAFF ACCTNT	GS	0500/11	50-00-0000 6	
II B	09-04-00	SMITHS MARYJANES	27	06-01	06-03-70	S	STAFF ACCTNT	GS	0500/11	60-00-0000 1	
II B	01-21-00	JONES JR DOE	25	01-08	05-16-72	S	COMPR SPECLST	GS	0334/09	03-00-0000 1	
GROUP I			GROUP II								
I AD 0			II AD 1								
I A 0			II A 0								
I B 0			II B 2								
TOTAL I 0			TOTAL II 3								
TOTAL EMPS 3											

Figure 1. First three sections (example is for permanent full-time employees)

REPORT ID: CULP0140				TEMPORARY EMPLOYEES						PAGE		1
DATE		XX/XX/XX		ABSOLUTE RETENTION STANDING								
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
AGENCY : 00												
EMP-OFFICE: 0000												
SUB	SCD	EMPLOYEE NAME		AGE	LOS	BIRTH	PERF	OFFICIAL TITLE		SERIES/	ORG-STR	VET
GROUP	RIF				YR-MO	DATE	APPR			GRADE	(2-4)	PRF
I A	06-23-00	SMITHS	JANE	64	31-03	05-23-33	S	SYS ACCTNT		GM	0500/13	50-00-0000 2
I A	12-02-00	JOHN	WILLIAM	54	29-00	05-08-43	O	COMPR SPECLST		GS	0334/12	03-00-0000 2
I A	11-16-00	SMITH	ANDREW	50	28-11	11-04-46	S	ACCTG TECHNC		GS	0303/05	00-00-0000 2
I A	12-17-00	WILLIAMS	JONSON	53	28-09	11-00-43	S	ACCTG TECHNC		GS	0303/05	00-00-0000 2
</												

Figure 2. Fourth section (temporary employees)



## 137. P0143, Performance Reviews Due (Food Inspectors)

**Brief Description:** Provides an alphabetical list of food inspectors due four month reviews, eight month reviews, and performance appraisals based on the month requested.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID	CULP0143	PERFORMANCE REVIEWS DUE (FOOD INSPECTORS) JANUARY					PAGE	1
AGENCY	37	FOOD SAFETY & INSPECTION SERV.					** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
ORG LEVEL 2	15	XXXX						
ORG LEVEL 3	20	XXXX						
ORG LEVEL 4	0000	XXXX						
EMPLOYEE NAME		DUTY STATION		4-MONTH	8-MONTH	PERFORMANCE		
LAST	FIRST	DATE	CITY	ST	PERFORMANCE REVIEW	PERFORMANCE REVIEW	APPRAISAL	
SMITH	JOHN	09/18	PELICAN RAPIDS	MN	DUE			
SMITHS	JANE	05/11	MELROSE	MN		DUE		
WILLIAM	WILLIAMS	05/26	LONG PRAIRIE	MN		DUE		
ORG LEVEL 5	03	CIRCUIT - PELICAN RAPIDS, MN			COUNT	3		

## 138. P0144, VMO Performance Reviews Due

**Brief Description:** Provides an alphabetical list of Veterinary Medical Officers (VMO) due 6-month reviews and performance appraisals based on the month selected.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID	CULP0144	VMO PERFORMANCE REVIEWS DUE JANUARY						PAGE	3
AGENCY	03	AGR. RESEARCH SERVICE						** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
ORG LEVEL 2	60	FIELD ORGANIZATION							
ORG LEVEL 3	66	SOU ATLANTIC AREA(ATHENS,GA)							
ORG LEVEL 4	6612	ATHENS, GA							
EMPLOYEE NAME								6-MONTH	PERFORMANCE
LAST	FIRST	DATE	DUTY CITY	STATION	ST	PERFORMANCE REVIEW	APPRAISAL		
SMITHS	JOHNS	07/09	ATHENS		GA	DUE			
ORG LEVEL 5	07	SOUTHEAST POULTRY RESEARCH LABORATO						COUNT	1
ORG LEVEL 4	6612	COUNT	1						
ORG LEVEL 3	66	COUNT	1						
ORG LEVEL 2	60	COUNT	01						
AGENCY	03	COUNT	003						



### 141. P0147, Employees Using Designated Agent

**Brief Description:** Provides a list of employees whose checks are sent to a designated agent.

**Sequence of Data:** POI and employee name

**Report Updated:** After PINE is executed.

[illegible]

## 142. P0148, Status Of Lump Sum Payments

**Brief Description:** Provides an alphabetical list of separated employees who have an outstanding leave balance on the database. Employees who have been separated for 10 days or more and for whom lump sum payments have not been processed through the automated system are identified with an asterisk. This report also indicates whether or not an employee's last T&A was coded "final."

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

### 143. P0149, T & A Reject Percentage Report By Agency (Cumulative)

**Brief Description:** Provides statistical T&A data for the current processing pay period. It also provides agency totals and percentages as well as corresponding year-to-date figures. Additional security access is required to generate this report because interface is made with the Time and Attendance Validation System (TIME). To obtain access, contact your agency security officer.

**Sequence of Data:** T&A contact point

**Report Updated:** After TIME is executed.

[illegible]

#### 144. P0150, Report Of Accessions — Monthly (W/O Sensitive Data)

**Brief Description:** Provides a list of new employees within a specific month and organizational structure. This report is a counterpart of Report Number P0121 except sensitive data, age and RNO code, are included. It also provides an Acc NOA column which identifies the NOA code used on the accession personnel action that was processed for an employee. Additional security access is required to generate this report because interface is made with the Personnel History Information System (PHIS) database. To obtain access, contact your agency security officer.

**Sequence of Data:** Pay plan and grade

**Report Updated:** After PINE is executed.

[illegible]





## 147. P0153, Employees Eligible To Retire (FERS/CSRS Offset) Currently

**Brief Description:** Provides a list of FERS and CSRS Offset employees eligible to retire currently. For CSRS employees, see report P0001.

**Sequence of Data:** Retirement coverage code

**Report Updated:** After PINE is executed.

REPORT ID: CULP0153													EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY													PAGE 5	
													AS OF XX/XX/XX														
AGENCY			FA			FARM SERVICE AGENCY			** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																		
ORG LEVEL 2			05			XXXX																					
ORG LEVEL 3			03			XXXX																					
ORG LEVEL 4			THRU 8 0008-00-00-00-00			XXXX OFFICE																					
PAY-PL		SERS	GR	LAST NAME		FIRST NAME		SSN	BIRTH DATE		SCD-RET	POI	RET CODE	AGE YR MO	LENGTH OF SRV	DUTY STATION											
GS		0475	12	JOHNSON		X		D 000-00-0000	08/25/36		03/31/68	4882	C	61 00	29	36-0400-037											
				AGRL MGMT SPECLST																							
GS		1001	05	SMITHS		WILLIAM		A 000-00-0000	03/06/35		03/22/86	4882	K	62 05	11	36-1240-095											
				AGRL. CREDIT CLK (OA)																							
		TOTAL EMPLOYEES FOR LEVEL 4						2																			

## 148. P0154, Employees Eligible To Retire (FERS/CSRS Offset) Currently Or Within 1 Year

**Brief Description:** Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 1 year. For CSRS employees, see report P0002.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0154														EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 1 YEAR														PAGE		5	
														AS OF XX/XX/XX																	
AGENCY				FA				FARM SERVICE AGENCY				** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																			
ORG LEVEL 2				05				XXXX																							
ORG LEVEL 3				03				XXXX																							
ORG LEVEL 4				THRU 8 0000-00-00-00-00				XXXX OFFICE																							
PAY-PL		SERS		GR		LAST NAME				FIRST NAME				SSN		BIRTH DATE		SCD-RET		POI		RET CODE		AGE YR MO		LENGTH OF SRV		DUTY STATION			
GS		0301		15		SMITH				WILLIAM				A 000-00-0000		07/30/28		08/16/93		4881		K		69 00		04		25-0030-015			
GS		2005		05		WILLIAM				JOHNSTONS				T 000-00-0000		06/08/35		08/00/87		4882		K		62 02		00		25-0030-015			
						SUPPLY TECHNICIAN																									
TOTAL EMPLOYEES FOR LEVEL 4														2																	

## 149. P0155, Employees Eligible To Retire (FERS/CSRS Offset) Currently Or Within 2 Years

**Brief Description:** Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 2 years. For CSRS employees, see P0003.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0155													EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 2 YEARS													PAGE		6																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															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## 150. P0156, Employees Eligible To Retire (FERS/CSRS Offset) Currently Or Within 3 Years

**Brief Description:** Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 3 years. For CSRS employees, see P0004.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0156													EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 3 YEARS													PAGE		9		
													AS OF XX/XX/XX																	
AGENCY			FA			FARM SERVICE AGENCY			** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																					
ORG LEVEL 2			05			XXXX																								
ORG LEVEL 3			03			XXXX																								
ORG LEVEL 4 THRU 8			0000-00-00-00-00			XXXX OFFICE																								
PAY-PL		SERS		GR		LAST NAME			FIRST NAME			SSN			BIRTH DATE			SCD-RET		POI		RET CODE		AGE YR MO		LENGTH OF SRV		DUTY STATION		
GS		0475		12		JOHNSON			M			D			000-00-0000			08/25/36			03/31/68		4882		C		61 00		29 36-0400-037	
						AGRL MGMT SPECLST																								
GS		1001		05		SMITHS			WILLIAM			A			000-00-0000			03/06/35			03/22/86		4882		K		62 05		11 36-1240-095	
						AGRL. CREDIT CLK (OA)																								
TOTAL EMPLOYEES FOR LEVEL 4									2																					

## 151. P0157, Employees Eligible To Retire (FERS/CSRS Offset) Currently Or Within 4 Years

**Brief Description:** Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 4 years. For CSRS employees, see P0005.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0157														EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 4 YEARS														PAGE		8											
														AS OF XX/XX/XX																											
AGENCY				FA				FARM SERVICE AGENCY				** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																													
ORG LEVEL 2				05				XXXXXXX																																	
ORG LEVEL 3				03				XXXXX																																	
ORG LEVEL 4				THRU 8 0000-00-00-00-00				XXXX																																	
PAY-PL		SERS		GR		LAST NAME				FIRST NAME				SSN				BIRTH DATE				SCD-RET		POI		RET CODE		AGE YR MO		LENGTH OF SRV		DUTY STATION									
GS		0301		15		WILLIAMS				JOHNSON				R 000-00-0000		09/05/27				07/12/93		4881		K		69 11		04		09-0280-003											
GS		0318		06		WILLIAMSON				JACKSON				S 000-00-0000		01/01/39				12/14/87		4882		K		58 07		09		09-0842-003											
						SECY OA																																			
TOTAL EMPLOYEES FOR LEVEL 4										2																															

## 152. P0158, Employees Eligible To Retire (FERS/CSRS Offset) Currently Or Within 5 Years

**Brief Description:** Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 5 years. For CSRS employees, see P0006.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0158														EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 5 YEARS														PAGE 7																				
														AS OF XX/XX/XX																																		
AGENCY				FA				FARM SERVICE AGENCY				** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																																				
ORG LEVEL 2				01				XXXX																																								
ORG LEVEL 3				00																																												
ORG LEVEL 4 THRU 8				0000-00-00-00-00																																												
PAY-PL			SERS			GR			LAST NAME				FIRST NAME				SSN				BIRTH DATE				SCD-RET				POI				RET CODE				AGE YR MO				LENGTH OF SRV				DUTY STATION			
GS			0301			15			SMITH				MARY JAN				000-00-0000				08/14/39				04/19/93				4881				K				58 00				04				11-0000-001			
GS			0301			15			JONSON				JONES				000-00-0000				12/17/39				08/19/95				4881				K				57 08				02				11-0000-001			
														SPECIAL ASST TO THE ADMINISTRATO																																		
TOTAL EMPLOYEES FOR LEVEL 4														2																																		

## 153. P0159, SPSS – Analysis Of QSR Payments Within Department By Reason Code

**Brief Description:** Provides a list of the total number and amount of quick service request (QSR) payments by reason code for the current pay period and year to date.

**Sequence of Data:** Agency

**Report Updated:** After BEAR is executed.

CULP0159/SPPS0501			SPECIAL PAYROLL PROCESSING SYSTEM				DATE: XX/XX/XX	
			QUICK SERVICE REQUEST					
			ANALYSIS OF QSR PAYMENTS WITHIN DEPARTMENT BY REASON CODE				PAGE 1	
			PROCESSING PAY PERIOD NO/YR XX/XX					
AG	U.S. DEPARTMENT OF AGRICULTURE		REASON		-- CURRENT PAY PERIOD --		---- YEAR TO DATE ----	
	AGENCY	POI	REASON	DESCRIPTION	NO. REQUEST	AMOUNT	NO. REQUEST	AMOUNT
	11	5008	01	LATE T&A	4	1375.00	7	2950.00
			05	DATA BASE INCORRECT	0	.00	2	1575.00
			06	PERSONNEL DOCUMENTS ROLLED BACK	0	.00	2	1175.00
POI 5008 TOTALS:					4	1375.00	11	5700.00

## 154. P0160, SPSS – Transaction Register

**Brief Description:** Provides a list of the quick service request (QSR) payments processed each day. It also provides the employee name, net pay, payment date, schedule number, and pay period of each QSR payment.

**Sequence of Data:** Social security number

**Report Updated:** QSR payments are processed each work day at 11:00 AM Central Standard Time (CST). Requests entered after 11:00 AM CST will be updated and processed the following day.

CULP0160/SPPS051		SENSITIVE PERSONNEL DATA - USE IS RESTRICTED SPECIAL PAYROLL PROCESSING SYSTEM				DATE: XX/XX/XX	
DEPT/AGCY: AG/11		QUICK SERVICE REQUEST				PAGE 1	
POI: 0000		TRANSACTION REGISTER					
		PROCESSING PAY PERIOD NO/YR XX/XX					
SSNO	EMPLOYEE NAME	NET PAY	PAYMENT DATE	ENTRY DATE	TIME	CHECK SEQUENCE NUMBER	SCHEDULE NUMBER
000000000	SMITHS, JOHNS K	550.00	00/14/00	00/11/XX	13:57:48	000000	19
REASON CODE: 02 DESCRIPTION: LATE ACCESSION							
CK DIST: BANK RTE NO: 004000721, ACCT NO: 3216 7787 ; ACCT TYPE: C							
CONTACT: NAME: JOHNSON, ANDREW AGENCY: 11 PHONE NO.: 000 000-0000							



**157. P0163, SPPS – Death Case/Indebtedness Audit Errors For Processing Date XX/XX/XX**

**Brief Description:** Provides a list of SPPS records that cleared all front-end edits but failed edits of the SPPS batch program. These errors must be corrected and released before disbursements can be made.

**Sequence of Data:** Social security number

**Report Updated:** Each SPPS process

[illegible]

**158. P0164, SPPS – Death Case/Completed Claims By Agency/POI Thru Calendar Year Ending 12/31/XX**

**Brief Description:** Provides an annual list by social security number, of deceased employee disbursements that have been made to the beneficiaries. If all payments sent to SPPS have not been disbursed, the amount remaining to be disbursed is shown in the Balance Remaining column. This report is produced at calendar yearend.

**Sequence of Data:** POI and SCD

**Report Updated:** Each SPPS process

CULP164/SPPS161	SENSITIVE PERSONNEL DATA - USE IS RESTRICTED				DATE MM/DD/YY PAYE ZZZZ	
SPECIAL PAYROLL PROCESSING SYSTEM DEATH CASE COMPLETED CLAIMS BY AGENCY/POI THRU CALENDAR YEAR ENDING 12/31/XX						
DEPARTMENT: AG						
AGENCY: 00						
POI: 0000						
-----DATE OF-----						
SSNO	EMPLOYEE NAME	LAST DEATH	DISBURSEMENT	CLAIM COMPLETION	BALANCE REMAINING	
000000000	WILLIAMS, JOHN M.	XX/XX/XX	XX/XX/XX	XX/XX/XX	12345.11	

**159. P0165, SPPS – Death Case/Status Of Active Claims By Agency/POI  
Thru Quarter Ending XX/XX/XX**

**Brief Description:** Provides a quarterly status of disbursement to the beneficiary/heir.

**Sequence of Data:** Employee name

**Report Updated:** Each SPPS process

CULP0165/SPPS162			SENSITIVE PERSONNEL DATA - USE IS RESTRICTED			DATE MM/DD/YY		
						PAYE ZZZZ		
SPECIAL PAYROLL PROCESSING SYSTEM								
DEATH CASE								
STATUS OF ACTIVE CLAIMS BY AGENCY/POI								
THRU QUARTER ENDING XX/XX/XX								
DEPARTMENT: AG								
AGENCY: 00								
POI: 0000								
EMPLOYEE NAME JOHNSON, JANE A.								
SSNO 000000000 DATE OF DEATH XX/XX/XX								
DATE OF LAST DISBURSEMENT: XX/XX/XX								
NET AMOUNT(S) RECORDED :								
PAYE DISBURSED :			.00		NOT DISBURSED: X,XXX.XX			
MANUAL PAY DISBURSED :			.00		OUTSTANDING: .00			
TAX CREDITS DISBURSED :			.00		NOT DISBURSED: XX.XX			
NET AMOUNT(S) PROCESSED :								
DISBURSED TO CLAIMANTS :			.00					
PENDING STATUS :			.00					
COLLECTIONS :			.00					
TOTAL PROCESSED:					.00			

**160. P0166, SPPS – Indebtedness/Active Cases As Of XX/XX/XX**

**Brief Description:** Provides a list of outstanding SPPS indebtedness cases and the number of days held in SPPS.

**Sequence of Data:** Social security number

**Report Updated:** Each SPPS process

[illegible]

**161. P0167, SPPS – Indebtedness Advanced Leave Hours Collected By SPPS For Processing Pay Period/Yr XX/XX**

**Brief Description:** This pay period report provides a list of separated employees who are indebted for leave, the type of advanced leave, and the number of advanced leave hours collected through SPPS. The hours collected must be deleted from the database using the Time Inquiry – Leave Update System (TINQ).

**Sequence of Data:** Social security number

**Report Updated:** Each SPPS process

[illegible]



## 162. E0001, Status Of Documents By SSN

**Brief Description:** Provides a list of employees with documents on the PACT or PRES database and the status of the documents.

**Sequence of Data:** Social security number

**Report Updated:** When documents are successfully added in PACT or PRES.

[illegible]

### 163. E0002, Status Of Documents By Form No.

**Brief Description:** Provides a list of employees with documents on the PACT or PRES database and the status of the documents.

**Sequence of Data:** Form number

**Report Updated:** When documents are successfully added in PACT or PRES.

[illegible]







## 168. U0002, Documents In Suspense

**Brief Description:** Provides a two-section report that includes statistical data by form number. The first section (**Figure 1**) lists all current payroll and personnel transactions which failed the edits during the Personnel Edit System (PINE) process for the prior, current, and future pay periods. When the entire department is requested, the second section (**Figure 2**) provides a summary of the total number of current suspended transactions for prior, current, and future pay periods. Also available to FESI users is Report U6702.

**Sequence of Data:** Form number

**Report Updated:** After PINE is executed.

[illegible]

### Figure 1. First section

[illegible]

**Figure 2. Second section**

### 169. U0003, Listing Of All Documents Processed

**Brief Description:** Provides a cumulative list of all transactions processed during the current pay period and shows the disposition of each document. It also provides a HCUP Ind (History Correction Update Processing System Indicator) column. Y denotes the personnel action is part of a HCUP package. Also available to FESI users is Report U6703.

**Sequence of Data:** Social security number

**Report Updated:** After PINE is executed.

[illegible]

## 170. U0004, Listing Of Error Counts By Document

**Brief Description:** Provides a list of the number of errors for each error message within a form number. Also available to FESI users is Report U6704.

**Sequence of Data:** Agency code and POI

**Report Updated:** After PINE is executed.

REPORT CULU0004		PAGE NO.		4
DATE XX/XX/XX		NATIONAL FINANCE CENTER		
LISTING OF ERROR COUNTS BY DOCUMENT				
FOR PAY PERIOD 17 PASS 05				
AGENCY	SON	FORM NUMBER	ERR MSG NO	DESCRIPTION
XX	0000	SF-50 (063)	021	1 DOCUMENT BEING HELD FOR MORE THAN ONE AUDIT PASS
			025	1 IN SINQ DUE TO ROLLBACK-TAKE APPROPRIATE ACTION
XX			439	1 LEAVE EARN STATUS MUST BE PRESENT
XX			030	2 DOCUMENT EDITED - WAITING DUE TO HCUP PACKAGE
			031	1 HCUP DOCUMENT IN ERROR
			074	1 DATE AND NATURE OF ACTION REQUIRE FEGLI REMARK CD
			099	1 OCCUPATIONAL SERIES CODE CANNOT CHANGE WITH NOA
XX			018	2 MULTIPLE PERSONNEL ACTION ERROR
			021	1 DOCUMENT BEING HELD FOR MORE THAN ONE AUDIT PASS
			025	2 IN SINQ DUE TO ROLLBACK-TAKE APPROPRIATE ACTION
			158	1 EMPLOYEE SEPARATED - CANNOT PROCESS ACTION
			513	2 VIETNAM INDICATOR AND VETS PREF NOT COMPATIBLE
TOTAL NUMBER OF ERRORS =			16	

## 171. U0005, Listing Of Error Counts By Document

- Brief Description:** Provides a list of the number of errors for each error message within a form number. Also available to FESI users is Report U6705.
- Sequence of Data:** Agency code and form number
- Report Updated:** After PINE is executed.

REPORT CULU0005				PAGE NO. 1	
DATE XX/XX/XX		NATIONAL FINANCE CENTER			
LISTING OF ERROR COUNTS BY DOCUMENT					
FOR PAY PERIOD 17 PASS 05					
AGENCY	FORM NUMBER	ERR MSG NO	NO OF ERRORS	DESCRIPTION	
XX	SF-50 (063)	018	2	MULTIPLE PERSONNEL ACTION ERROR	
		021	2	DOCUMENT BEING HELD FOR MORE THAN ONE AUDIT PASS	
		025	3	IN SINQ DUE TO ROLLBACK-TAKE APPROPRIATE ACTION	
		030	2	DOCUMENT EDITED - WAITING DUE TO HCUP PACKAGE	
		031	1	HCUP DOCUMENT IN ERROR	
		074	1	DATE AND NATURE OF ACTION REQUIRE FEGLI REMARK CD	
		099	2	OCCUPATIONAL SERIES CODE CANNOT CHANGE WITH NOA	
		158	1	EMPLOYEE SEPARATED - CANNOT PROCESS ACTION	
		439	1	LEAVE EARN STATUS MUST BE PRESENT	
		513	2	VIETNAM INDICATOR AND VETS PREF NOT COMPATIBLE	
		599	1	CLASSIFICATION ACTION CODE INVALID	
TOTAL NUMBER OF ERRORS =			18		

## 172. U0006, Listing Of Personnel Error Messages

- Brief Description:** Provides a list of employees with payroll/personnel error messages for a specific pay period, job, and pass. Also available to FESI users is Report U6706.
- Sequence of Data:** User ID and organizational structure
- Report Updated:** After PINE is executed.

REPORT U0006										U.S. DEPARTMENT OF AGRICULTURE										PAGE NO.										1																			
DATE XX/XX/XX										NATIONAL FINANCE CENTER																																							
										LISTING OF PERSONNEL ERROR MESSAGES																																							
SIGNON IDENT XX000										FOR PAY PERIOD 17 JOB 1700 PASS 05																																							
										***** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED *****																																							
ORG STRUCTURE										SON																																							
SSNO										EMPLOYEE NAME																																							
FORM (TASK)										FAIL ERR .....										E R R O R M E S S A G E.....										.....ELEMENT NAME.....										...CONTENT OF ELEMENT...									
NUMBER										CNT										CODE																													
02 08 09										0200										0000																													
000000000										SMITHS, JOHN M																																							
SF-50										(063)										01 025 IN SING DUE TO ROLLBACK-TAKE APPROPRIATE ACTION																													
SF-50										(063)										01 186 EFF DATE OF ACTION NOT LATER THAN LAST ACTION										NAT OF ACT 1ST 3 POS										000									
																														NAT OF ACT 2ND 3 POS										781 VXM									
																														PREVIOUS EFFECTIVE DATE										000000									
																														EFFECTIVE DATE OF ACTION										081797									
																														DB-PREVIOUS EFFECTIVE DATE										000000									
																														DB-EFFECTIVE DATE OF ACTION										082297									
										187 CONTINUATION OF ERROR MESSAGE 186																				AUTHENTICATION DATE										081797									
																														DB-NAT OF ACT 1ST 3 POS										000									
																														DB-NAT OF ACT 2ND 3 POS										571 XZM									
																														DB-AUTHENTICATION DATE										082297									

## 173. U6701, SINQ 67 Listing Of Personnel Error Messages

**Brief Description** Provides a two-section report of position data and personnel actions entered in FESI that failed the PINE edits. The report also lists PMSO error messages. The first section (**Figure 1**) lists employees with current payroll/personnel edit messages for the prior, current, and future pay periods. When the entire department is requested, the second section (**Figure 2**) provides a summary of the total count of prior, current, and future suspended transactions and is sorted by form number. Also available to FESI users and all other users is Report U0001. For Employee Express users, see Report U6801.

**Sequence of Data:** Form number

**Report Updated:** After PINE is executed.

REPORT U6701		U.S. DEPARTMENT OF AGRICULTURE				PAGE NO		2
DATE XX/XX/XX		NATIONAL FINANCE CENTER						
SINQ 67 LISTING OF PERSONNEL ERROR MESSAGES								
SIGNON IDENT SPC		FOR PAY PERIOD 14 JOB 1400 PASS 01						
*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****								
ORG STRUCTURE		SON		BATCH NUMBER				
SSNO	EMPLOYEE NAME			NOA AUTH1	AUTH2	AUTH DATE	EFFECTIVE DATE	USER ID
FORM (TASK) FAIL		ERR .....E R R O R M E S S A G E.....			.....ELEMENT NAME.....		CONTENT OF ELEMENT...	
NUMBER	CNT	CODE						
51 07 54	0000	0000		6706				
000000000	SMITH, JOHN M			302 NEM	XX XX XX	XX XX XX	SPC	
SF-50 (063)	1	000 EFF DATE INDICATES FUTURE DOC						XXXXXX
098 RESIDENCE ADDRESS MISSING - MUST SUBMIT AD-349								

**Figure 1. First section**

REPORT U6701		U.S. DEPARTMENT OF AGRICULTURE				PAGE NO.		1
DATE		NATIONAL FINANCE CENTER						
SINQ 67 REPORT OF SUSPENSE DOCUMENT COUNT								
FOR JOB PASS								
FOR DEPARTMENT AG SERVICING AGENCY 00								
SUBMITTING OFFICE 0000 AGENCY 00								
FORM NUMBER	PRIOR	COUNT	CURRENT	COUNT	FUTURE	COUNT	TOTAL	
NFC-74		0		0		0	0	
AD-581		0		0		0	0	
SF-50		0		0		0	0	
AD-349		0		0		0	0	
AD-347		0		0		0	0	
AD-658		0		0		0	0	
AD-770		0		0		0	0	
AD-287-2		0		0		0	0	
SF-1187		0		0		0	0	

**Figure 2. Second section**



### 174. U6702, SINQ 67 Documents In Suspense

**Brief Description:** Provides a two-section report of statistics of FESI transactions that failed the PINE edits. The first section (**Figure 1**) lists current position and and personnel transactions for the prior, current, and future pay periods. When the entire department is requested, the second section (**Figure 2**) provides a summary of the total number of current suspended transactions for prior, current, and future pay periods. Also available to FESI users and all other users is Report U0002.

**Sequence of Data:** Form number

**Report Updated:** After PINE is executed.

[illegible]

### Figure 1. First section

[illegible]

**Figure 2. Second section**

## 175. U6703, SINQ 67 Listing Of All Documents Processed

**Brief Description:** Provides a cumulative list of FESI transactions processed during the current pay period and shows the disposition of each document. It also provides a HCUP Ind (History Correction Update Processing System Indicator) column. Y denotes the personnel action is part of a HCUP package. Also available to FESI users and all other users is Report U0003.

**Sequence of Data:** Social security number

**Report Updated:** After PINE is executed.

REPORT CULU6703														
NATIONAL FINANCE CENTER													PAGE NO	1
DATE XX/XX/XX														
SINQ 67 LISTING OF ALL DOCUMENTS PROCESSED														
PAY PERIOD 20 PASS 01														
SSNO	AGENCY	DOC CODE	PP NO	PASS NO	FAIL COUNT	DISPOSITION	EFFECTIVE DATE	SON	BATCH NUMBER	ACTION CODE	HCUP IND	AUTH DATE	NOA CODE1	NOA CODE2
000000000	93	063	20	01		APPLIED	XX/XX/XX	0000	6620	2		XX/XX/XX		782
000000000	93	063	20	01	01	SUSPENSE	XX/XX/XX	0000	6620	2		XX/XX/XX	782	
000000000	93	063	20	01		APPLIED	XX/XX/XX	0000	6620	2		XX/XX/XX		003

## 176. U6704, SINQ 67 Listing Of Error Counts By Document

**Brief Description:** Provides a list of the number of errors for each form and position related errors. This information is gathered from personnel and position data entered through FESI. Also available to FESI users and all other users is Report U0004.

**Sequence of Data:** Agency code and POI

**Report Updated:** After PINE is executed.

REPORT CULU6704										PAGE NO.		2
DATE XX/XX/XX										NATIONAL FINANCE CENTER		
SINQ 67 LISTING OF ERROR COUNTS BY DOCUMENT												
FOR PAY PERIOD 20 PASS 01												
AGENCY	SON	FORM NUMBER		ERR MSG NO		NO OF ERRORS		DESCRIPTION				
68	1636	PMSO-1 (998)		041		5		INDIVIDUAL POSITION ALREADY EXISTS				
TOTAL NUMBER OF ERRORS =						5						

### 177. U6705, SINQ 67 Listing Of Error Counts By Document

<b>Brief Description:</b>	Provides a list of the number of position and personnel errors for each form and position related errors. This information is gathered from personnel and position data entered through FESI. Also available to FESI users and all other users is Report U0005.
---------------------------	---

**Sequence of Data:** Agency code and form number

**Report Updated:** After PINE is executed.

[illegible]

## 178. U6706, SINQ 67 Listing Of Personnel Error Messages

**Brief Description:** Provides a two-section report of FESI transactions that failed the PINE edits. The first section (**Figure 1**) lists employees with position and personnel edit messages for a specific pay period, job, and pass. When the entire department is requested, the second section (**Figure 2**) provides a summary of the count of prior, current, and future suspended transactions. Also available to FESI users and all other users is Report U0006. For employee express users, see Report U6806.

**Sequence of Data:** User ID and organizational structure

**Report Updated:** After PINE is executed.

REPORT U6706		U.S. DEPARTMENT OF AGRICULTURE				PAGE NO		2
DATE XX/XX/XX		NATIONAL FINANCE CENTER						
SINQ 67 LISTING OF PERSONNEL ERROR MESSAGES								
SIGNON IDENT SPC		FOR PAY PERIOD 14 JOB 1400 PASS 01						
*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****								
ORG STRUCTURE		SON		BATCH NUMBER				
SSNO	EMPLOYEE NAME			NOA AUTH1 AUTH2		AUTH DATE	EFFECTIVE DATE	USER ID
FORM (TASK) FAIL		ERR .....			E R R O R M E S S A G E.....		.....ELEMENT NAME.....CONTENT OF ELEMENT...	
NUMBER	CNT	CODE						
51 07 54	0000	0000		6706				
000000000	SMITH, JOHN M			302 NEM		XX XX XX	XX XX XX	SPC
SF-50 (063)	1	000 EFF DATE INDICATES FUTURE DOC						XXXXXX
098 RESIDENCE ADDRESS MISSING - MUST SUBMIT AD-349								

**Figure 1. First section**

REPORT U6706		U.S. DEPARTMENT OF AGRICULTURE				PAGE NO.	4
DATE		NATIONAL FINANCE CENTER					
SINQ 67 REPORT OF SUSPENSE DOCUMENT COUNT							
FOR JOB 1400 PASS							
FOR DEPARTMENT CM							
FORM NUMBER	PRIOR	COUNT	CURRENT	COUNT	FUTURE	COUNT	TOTAL
NFC-74		0		0		0	0
AD-581		0		0		0	0
SF-50		0		0		0	0
AD-349		0		0		0	0
AD-347		0		0		0	0
AD-658		0		0		0	0
AD-770		0		0		0	0
AD-287-2		0		0		0	0
SF-1187		0		0		0	0

**Figure 2. Second section**

## 179. U6801, Employee Express Personnel Error Messages

**Brief Description:** Provides a two-section report of Employee Express (EEX) transactions that failed the PINE edits. The first section (**Figure 1**) lists employees with transactions that failed the PINE edits for the prior, current, and future pay periods. The report also lists PMSO error messages. When the entire department is requested, the second section (**Figure 2**) provides a summary of the total count of prior, current, and future suspended transactions. For FESI users, see Reports U0001 and U6701. For all other users, see Report U0001 only.

**Sequence of Data:** Form number

**Report Updated:** After PINE is executed.

REPORT U6801	U.S. DEPARTMENT OF AGRICULTURE	PAGE NO	2
DATE XX/XX/XX	NATIONAL FINANCE CENTER		
	LISTING OF PERSONNEL ERROR MESSAGES		
SIGNON IDENT SPC	FOR PAY PERIOD 14 JOB 1400 PASS 01		
	*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****		
ORG STRUCTURE	SON		
SSNO	EMPLOYEE NAME		
FORM (TASK) FAIL ERR	.....E R R O R M E S S A G E.....	.....ELEMENT NAME.....	CONTENT OF ELEMENT...
NUMBER	CNT	CODE	
51 07 54	0000	0000	
000000000	SMITH, JOHN M		
AD-349 (349) 1 06 006	AGENCY/SON NOT COMPATIBLE WITH DATA BASE	AGENCY CODE - BLOCK 95	
		DB-AGENCY	54
		AGENCY CODE AD-349	54
		DB-SUBMITTING OFFICE NUMBER	1812

**Figure 1. First section**

REPORT U6801	U.S. DEPARTMENT OF AGRICULTURE			PAGE NO.	4		
DATE	NATIONAL FINANCE CENTER						
EMPLOYEE EXPRESS PERSONNEL ERROR MESSAGES							
FOR JOB 1400 PASS 01							
FOR DEPARTMENT CM							
FORM NUMBER	PRIOR	COUNT	CURRENT	COUNT	FUTURE	COUNT	TOTAL
NFC-74		0		0		0	0
AD-581		0		0		0	0
SF-50		0		0		0	0
AD-349		0		0		0	0
AD-347		0		0		0	0
AD-658		0		0		0	0
AD-770		0		0		0	0
AD-287-2		0		0		0	0
SF-1187		0		0		0	0

**Figure 2. Second section**

## 180. U6806, Employee Express Personnel Error Messages

**Brief Description:** Provides a two-section report of EEX transactions that failed the PINE edits. The first section (**Figure 1**) lists employees with payroll edit messages for a specific pay period, job, and pass. When the entire department is requested, the second section (**Figure 2**) provides a summary of the count of prior, current, and future suspended transactions and is sorted by form number. For FESI users, see Reports U0006 and U6706. For all other users, see Report U0001 only.

**Sequence of Data:** User ID and organizational structure

**Report Updated:** After PINE is executed.

REPORT U6806	U.S. DEPARTMENT OF AGRICULTURE	PAGE NO	2
DATE XX/XX/XX	NATIONAL FINANCE CENTER		
LISTING OF PERSONNEL ERROR MESSAGES			
SIGNON IDENT SPC	FOR PAY PERIOD 14 JOB 1400 PASS 01		
*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ***			
ORG STRUCTURE	SON		
SSNO	EMPLOYEE NAME		
FORM (TASK) FAIL ERR	.....E R R O R M E S S A G E.....	.....ELEMENT NAME.....	CONTENT OF ELEMENT...
NUMBER	CNT	CODE	
51 07 54	0000	0000	
000000000	SMITH, JOHN M		
AD-349 (349) 1 06 006	AGENCY/SON NOT COMPATIBLE WITH DATA BASE	AGENCY CODE - BLOCK 95	
		DB-AGENCY	54
		AGENCY CODE AD-349	54
		DB-SUBMITTING OFFICE NUMBER	1812

### Figure 1. First section

[illegible]

### Figure 2. Second section

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